10

APPENDIX

(Page 1 of 14) Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Adairville (See Logan County)	05-08					
Alexandria (See Campbell County)	05-71					
Allen County	05-26		1.00		1.00	No Max
Scottsville	18-68	1.50	1.00		2.50	No Max
Ashland: Update: local tax calculated on gross effective 01/01/08	05-74	1.50			1.50	No Max
Auburn (See Logan County)	18-01					
Ballard County	05-56		1.00		1.00	No Max
Barbourville	05-81	1.00			1.00	No Max
Bardstown (See Nelson County)	31-01					
Bath County	31-14		1.5		1.5	No Max
Beattyville	05-67	1.00			1.00	No Max
Bellevue (See Campbell County)	18-66					
Benton (See Marshall County)	18-02 18-83					
Berea	18-03	2.00			2.00	No Max
Boone County Resident	18-61		Tiered			See Note

0 - $16,666 in taxable wages, EE will pay 1.45% (County .8% + Mental Health .15% + School .5%).
> $16,666 up to $51,257 EE will pay 1.30% (County .8% + School .5%).
> $51,257 EE will pay .5% (only School Tax).

Florence Resident	18-76	2.00	Tiered			See Note

In addition to Boone County Resident tax, EE will pay 2.00% in city taxes.

Boone County Non-Resident	05-34		Tiered			See Note

0 - $16,666 in taxable wages, EE will pay .95% (County .8% + Mental Health .15%).
> $16,666 up to $51,257 EE will pay .8%, which is just county.
> $51,257 EE will pay 0.

Florence Non-Resident	05-35	2.00	Tiered			See Note

In addition to Boone County Non-Resident tax, EE will pay 2.00% city.

Bourbon County	05-55		0.75		0.75	No Max
Paris	18-51	1.50	0.75		2.25	No Max
Bowling Green (See Warren Co)	18-04 18-87					
Boyd County	05-97		1.00		1.00	No Max
Boyle County	18-52		0.75		0.75	No Max
Danville	18-09	1.25	0.75		2.00	No Max
Breathitt County	05-43		1.00		1.00	No Max
Jackson	18-84	1.00	1.00		2.00	No Max
Bromley (See Kenton County	05-92					
Brooksville	05-45	1.75			1.75	No Max
Brownsville	18-71	1.00			1.00	No Max
Burkesville (See Cumberland Co)	05-40 18-05					

(Page 2 of 14) Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Butler County	05-37		1.00		1.00	No Max
Morgantown	18-31	2.00	1.00		3.00	No Max
Cadiz	18-46	1.50			1.50	No Max
Caldwell County	05-63		1.00		1.00	No Max
Princeton	18-37	1.50	1.00		2.50	No Max
Campbell County	18-59		1.05		1.05	$406.00
Alexandria	05-71	1.50	1.05		2.55	See Note

0 - $38,667 in taxable wages, EE will pay 2.55% (City 1.50% & County 1.05%).
> $38,667 up to FICA limit, EE will pay 1.50%, which is City.
> FICA limit, EE will pay 0.

| Bellevue | 18-66 | 2.50 | 1.05 | | 3.55 | See Note |

0 - $38,667 in taxable wages, EE will pay 3.55% (City 2.50% & County 1.05%)
> $38,667, EE will pay 2.50%, which is City.

| Cold Spring | 05-59 | 1.00 | 1.05 | | 2.05 | See Note |

0 - $38,667 in taxable wages, EE will pay 2.05% (City 1.00% & County 1.05%).
> $38,667 up to FICA limit, EE will pay 1.00%, which is City.
> FICA limit, EE will pay 0.

| Dayton | 18-49 | 2.00 | 1.05 | | 3.05 | See Note |

0 - $38,667 in taxable wages, EE will pay 3.05% (City 2.00% & County 1.05%).
> $38,667, EE will pay 2.00%, which is City.

| Ft. Thomas | 18-81 | 1.25 | 1.05 | | 2.30 | See Note |

0 - $38,667 in taxable wages, EE will pay 2.30% (City 1.25% & County 1.05%).
> $38,667, EE will pay 1.25%, which is City

| Highland Heights | 31-07 | 1.00 | 1.05 | | 2.05 | See Note |

0 - $38,667 in taxable wages, EE will pay 2.05% (City 1.00% & County 1.05%)
> $38,667 up to $100,000, EE will pay 1.05%, which is City
> $100,000, EE will pay 0.

| Newport | 18-32 | 2.50 | 1.05 | | 3.55 | See Note |

0 - $38,667 in taxable wages, EE will pay 3.55% (City 2.50% & County 1.05%).
> $38,667 up to FICA limit, EE will pay 2.50%, which is City.
> FICA limit, EE will pay 0.

| Silver Grove | 05-62 | 1.50 | 1.05 | | 2.55 | See Note |

0 - $38,667 in taxable wages, EE will pay 2.55% (City 1.50% & County 1.05%).
> $38,667 EE will pay 1.50%, which is City.

| Southgate | 18-69 | 2.50 | 1.05 | | 3.55 | See Note |

0 - $38,667 in taxable wages, EE will pay 3.05% (City 2.50% & County 1.05%).
> $38,667 EE will pay 2.50%, which is City.

| Wilder | 18-42 | 2.25 | 1.05 | | 3.30 | See Note |

0 - $38,667 in taxable wages, EE will pay 3.30% (City 2.25% & County 1.05%).
> $38,667 EE will pay 2.25%, which is City.

Campbellsville (See Taylor Co.)	31-28					
Carlisle (See Nicholas County)	05-57					
Carroll County First $5000 of gross wages are exempt from local tax.	05-33		1.00		1.00	No Max
Carter County Grayson Calculated on FICA taxable base. Subtract retirement, FSA, and health insurance premium from gross before calculating.	31-23	1.00	None		1.00	N/A No Max

(Page 3 of 14) Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Catlettsburg	18-06	1.50			1.50	No Max
Cave City	05-61	2.00			2.00	No Max
Clark County	05-05		1.50		1.50	No Max
Clay County	05-64		1.00		1.00	No Max
Clinton County	05-73		0.75		0.75	No Max
Clinton, City of (See Hickman Co)	05-85					
Cold Spring (See Campbell Co)	05-59					
Covington (See Kenton County)	18-07					
Crescent Springs (See Kenton Co)	05-09					
Crestview Hills (See Kenton Co)	05-10					
Cumberland County Resident	05-39		0.75	0.50	1.25	See Note
0-$66,666.66 in taxable wages, EE will pay 1.25% (County .75% & School .50%). > $66,666.66 up to $100,000, EE will pay .50%, which is School Tax. >$100,000, EE will pay 0.						
Burkesville Resident	05-40	1.00	0.75	0.50	2.25	See Note
0 - $50,000 in taxable wages, EE will pay 2.25% (City 1.00%, County .75% & School .50%). $50,000 up to $66,666.66, EE will pay 1.25% (County .75% & School .50%). > $66,666.66 up to $100,000, EE will pay .50%, which is school tax. > $100,000, EE will pay 0.						
Cumberland County Non-Resident	05-79		0.75		0.75	$500.00
0 - $66,666.66 in taxable wages, EE will pay .75%, which is County.						
Burkesville Non-Resident	18-05	1.00	0.75		1.75	See Note
0 - $50,000 in taxable wages, EE will pay 1.75% (City 1.00% & County .75%). $50,000 up to $66,666.66, EE will pay .75%, which is County. >$66,666.66, EE will pay 0.						
Cynthiana (See Harrison County)	18-08					
Danville (See Boyle County)	18-09					
Daviess County	31-08		0.35		0.35	No Max
Dawson Springs	18-10	1.50			1.50	No Max
Dayton (See Campbell County)	18-49					
Eddyville Local tax is based on federal taxable. Subtract retirement, FSA, health insurance and deferred comp before calculating.	05-75	1.50			1.50	No Max
Edgewood (See Kenton County)	18-54					
Edmonton (See Metcalfe County)	18-67					
Elizabethtown	18-11	1.35			1.35	No Max
Elkhorn	05-54	1.00			1.00	No Max
Elkton (See Todd County)	18-72					
Elsmere (See Kenton County)	05-25					
Eminence	05-47	0.75			0.75	No Max
Erlanger (See Kenton County)	05-41					

(Page 4 of 14) Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Estill	05-22		1.25		1.25	No Max
Fayette County:						
Lexington/Fayette Co. Resident	18-88	2.25		0.50	2.75	No Max
Lexington/Fayette Co Non-Resident	18-45	2.25			2.25	No Max
Flemingsburg	18-12	1.00			1.00	No Max
Florence (See Boone County)	18-76 05-35					
Fort Mitchell (See Kenton County)	18-82					
Fort Thomas (See Campbell Co)	18-81					
Fort Wright (See Kenton County)	05-11					
Frankfort	18-13	1.75			1.75	No Max
Franklin, City of (See Simpson Co)	05-31					
Franklin County	18-99		1.00		1.00	No Max
Fulton	18-14	2.00			2.00	No Max

Gallatin County
  First $5000 of gross wages are
  exempt from local tax.
  City of Warsaw
  0-FICA limit, EE will pay 2%
  > FICA limit, EE will pay 0.
	31-06
	
	05-27
		
		1.00
			1.00
			
			1.00
					1.00
					
					2.00
						No Max
						
						See Note

Gamaliel (see Monroe County)	18-15					
Garrard County	18-96		1.00		1.00	No Max
Georgetown (See Scott County)	18-53 05-28					
Glasgow	18-16	1.50			1.50	No Max
Graves County	05-48		1.00		1.00	No Max
Grayson County	05-66		0.50		0.50	No Max
Leitchfield	18-22	1.20	0.50		1.70	No Max
City of Grayson see Carter County	31-23					
Greensburg	05-87	1.00			1.00	No Max
Hancock County	18-47		1.25		1.25	No Max
Harrison County	05-50		1.50		1.50	No Max
Cynthiana	18-08	1.50	1.50		3.00	No Max
Harrodsburg (See Mercer County)	18-50					
Hart County	05-51		0.80		0.80	$2,000
Munfordville	31-25	.75	0.80		1.55	No Max
Hazard	18-17	Tiered			1.25	No Max
0-$60,000 in taxable wages, EE will pay 1.25% > $60,000, EE will pay .50%						
Henderson (City)	31-13	1.00			1.00	No Max
Hickman (City)	18-18	1.50			1.50	No Max
Hickman County	31-18		1.00		1.00	No Max
Clinton	05-85	.50	1.00		1.50	$200
0 - $40,000 in taxable wages, EE will pay 1.50% (City .50%, County 1.00%) > $40,000, EE will pay 1.00% (County)						
Hodgenville	05-80	0.75			0.75	No Max
Hopkinsville	18-19	2.00			2.00	No Max
Independence (See Kenton County)	05-32					
Jackson (See Breathitt County)	18-84					
Jackson County	31-09		1.00		1.00	No Max
City of McKee	31-17	1.00	1.00		2.00	No Max

(Page 5 of 14) Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Jamestown (See Russell County)	05-16					
Jefferson County **Louisville Metro Resident**	18-21		1.45	0.75	2.20	No Max
Jeffersontown Resident	18-62	1.00	1.45	0.75	3.20	No Max
St. Matthews Resident	18-91	0.75	1.45	0.75	2.95	No Max
Shively Resident	18-57	1.50	1.45	0.75	3.70	No Max
W. Buechel Resident	05-14	0.75	1.45	0.75	2.95	No Max
Jefferson County/Louisville Metro Resident Minister Tax	05-46			0.75	0.75	No Max
Jefferson County **Louisville Metro Non-Resident**	18-20		1.45		1.45	No Max
Jeffersontown Non-Resident	18-70	1.00	1.45		2.45	No Max
St. Matthews Non-Resident	18-92	0.75	1.45		2.20	No Max
Shively Non-Resident	18-85	1.50	1.45		2.95	No Max
W. Buechel Non-Resident	05-15	0.75	1.45		2.20	No Max
Jeffersontown (See Jefferson Co)	18-62 18-70					
Jessamine County	18-98		1.00		1.00	No Max
Nicholasville	18-64	1.50	1.00		2.50	No Max
Wilmore	18-58	2.00	1.00		3.00	No Max
Johnson County	05-69		0.50		0.50	No Max
Paintsville	18-56	1.00	0.50		1.50	No Max
Kenton County	18-60		Tiered			$261.90
0 - $25,000 in taxable wages, EE will pay .7097%. > $25,000 up to FICA limit, EE will pay .1097%. > FICA limit, EE will pay 0.						

(Page 6 of 14) Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Cities in Kenton County with 1.00% City Tax & Tiered County:						
Bromley	05-92	1.00	Tiered			See Note
Crescent Springs	05-09	1.00	Tiered			See Note
Crestview Hills	05-10	1.00	Tiered			See Note
Edgewood	18-54	1.00	Tiered			See Note
Erlanger	05-41	1.00	Tiered			See Note
Ft. Mitchell	18-82	1.00	Tiered			See Note
Ft. Wright	05-11	1.00	Tiered			See Note
Lakeside Park	05-91	1.00	Tiered			See Note
Villa Hills	05-90	1.00	Tiered			See Note

0 - $25,000 in taxable wages, EE will pay 1.7097%
> $25,000 up to FICA limit, EE will pay 1.1097%.
> FICA limit, EE will pay 1%.

Park Hills	**05-12**	**1.00**	**Tiered**			**See Note**

0 - $25,000 in taxable wages, EE will pay 1.7097%
> $25,000 up to $50,000, EE will pay 1.1097%
> $50,000 up to FICA limit, EE will pay .1097%

Cities in Kenton County with 1.25% City Tax & Tiered County:						
Independence	05-32	1.25	Tiered			See Note
Elsmere	05-25	1.25	Tiered			See Note

0 - $25,000 in taxable wages, EE will pay 1.9597%
> $25,000 up to FICA limit, EE will pay 1.3597%.
> FICA limit, EE will pay 1.25%.

Cities in Kenton County with 1.50% City Tax & Tiered County: Ludlow	18-26	1.50	Tiered			See Note

0 - $25,000 in taxable wages, EE will pay 2.2097%
>$25,000 up to FICA limit, EE will pay 1.6097%
> FICA limit, EE will pay 1.50%.

Cities in Kenton County with 2.00% City Tax & Tiered County: Taylor Mill	05-60	2.00	Tiered			See Note

0 - $25,000 in taxable wages, EE will pay 2.7097%
> $25,000 up to FICA limit, EE will pay 2.1097%.
> FICA limit, EE will pay 2.00%.

Cities in Kenton County with 2.50% City Tax &Tiered County: Covington	18-07	2.50	Tiered			See Note

0 - $25,000 in taxable wages, EE will pay 3.2097%
> $25,000 up to FICA limit, EE will pay 2.6097%.
> FICA limit, EE will pay 2.50%.

(Page 7 of 14) Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Knox County	05-78		1.00		1.00	No Max
Lakeside Park (See KentonCo)	05-91					
Laurel County	05-58		1.00		1.00	No Max
Lebanon (See Marion County)	18-89					
Lebanon Junction	05-68	0.50			0.50	No Max
Leitchfield (See Grayson County)	18-22					
Leslie County	31-21		1.00			No Max
Lexington (See Fayette County)	18-88 18-45					
Lincoln County	05-76		1.00		1.00	No Max
Stanford	05-72	0.65	1.00		1.65	No Max
Livingston County	05-82		1.00		1.00	No Max
Logan County	31-02		0.75		0.75	No Max
Russellville	18-39	2.00	0.75		2.75	No Max
Adairville	05-08	1.50	0.75		2.25	No Max
Auburn	18-01	1.50	0.75		2.25	No Max
Louisville Metro (See Jefferson County)	18-20 18-21					
Ludlow (See Kenton County)	18-26					
Madison County	18-90		1.00		1.00	No Max
Madisonville	18-48	1.50			1.50	No Max
Magoffin County	31-03		1.00		1.00	No Max
Salyersville, City of	05-36	1.00			2.00	No Max
Marion County	05-18		1.00		1.00	No Max
Lebanon	18-89	1.00	1.00		2.00	No Max
Marion	18-65	0.75			0.75	No Max
Marshall County Resident	18-27		1.00	0.50	1.50	No Max
Benton Resident	18-02	0.50	1.00	0.50	2.00	No Max
Marshall County Non-Resident	18-80		1.00		1.00	No Max
Benton Non-Resident	18-83	0.50	1.00		1.50	No Max
Martin County	05-99		1.00		1.00	No Max
Mason County	No Tax					
Maysville	18-29	1.95			1.95	No Max
Mayfield 0- $50,000 in taxable wages, EE will pay 2% $50,000 - $500,000, EE will pay 1% > $500,000, EE will .50%	18-28	2.00			2.00	No Max
Maysville (See Mason County)	18-29					
Menifee County Local Tax is calculated on Federal Taxable. Subtract Retirement, FSA, Health Insurance & Deferred Comp.	05-98		1.25		1.25	No Max
Mercer County	05-49		0.45		0.45	No Max
Harrodsburg	18-50	1.00	0.45		1.45	No Max
Metcalfe County	05-52		1.00		1.00	No Max
Edmonton	18-67	1.50	1.00		2.50	No Max
Middlesboro	18-30	2.00			2.00	No Max
Midway (See Woodford County)	18-63					
Monroe County	05-21		0.50		0.50	No Max

Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Tompkinsville	31-11	1.00	0.50		1.50	No Max
Gamaliel	18-15	1.00	0.50		1.50	No Max

(Page 8 of 14)

Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Montgomery County/Mt. Sterling Inter Local	18-94	1.00			1.00	No Max
Morehead (See Rowan County)	18-55					
Morgan County	31-27		.50		.50	No Max
West Liberty	31-20	.50	.50		1.00	No Max
Morgantown (See Butler County)	18-31					
Munfordville (See Hart County)	31-25					
McCracken County	05-19		1.00		1.00	No Max
McCreary County	31-04		1.00		1.00	No Max
McKee (See Jackson County)	31-17					
McLean County	05-86		1.00		1.00	$500.00
Mt. Olivet (See Robertson County)	05-89					
Mt. Vernon (See Rockcastle Co.)	05-84					
Nelson County Local Tax is calculated on FICA Taxable. Subtract Retirement, FSA, Health Insurance premium from gross before calculating.	05-38		0.50		0.50	$75.00
Bardstown Local Tax is calculated on FICA Taxable. Subtract Retirement, FSA, Health Insurance premium from gross before calculating.	31-01	0.50			0.50	$375.00
Newport (See Campbell County)	18-32					
Nicholas County	05-24		1.00		1.00	No Max
Carlisle	05-57	1.00	1.00		2.00	No Max
Nicholasville (See Jessamine Co)	18-64					
Ohio County	05-53		1.00		1.00	No Max
Owensboro	18-33	1.33			1.33	No Max
Owenton	05-44	1.00			1.00	No Max
Paducah	18-34	2.00			2.00	No Max
Paintsville (See Johnson County)	18-56					
Paris (See Bourbon County)	18-51					
Park Hills (See Kenton County)	05-12					
Pendleton County	31-12		1.50		1.50	No Max
Pikeville	18-35	2.00			2.00	No Max
Pineville	18-75	1.50			1.50	No Max
Powell County	18-97		1.25		1.25	No Max
Stanton	18-77	1.00	1.25		2.25	No Max
Prestonsburg	18-36	1.50			1.50	No Max
Princeton (See Caldwell County)	18-37					
Pulaski County	05-20		1.00		1.00	No Max
Radcliff	05-17	2.00			2.00	No Max
Richmond	18-38	2.00			2.00	No Max

(Page 9 of 14) Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Robertson County	05-88		1.50		1.50	No Max
Mt. Olivet	05-89	1.00	1.50		2.50	No Max
Rockcastle County	31-26		1.50		1.50	No Max
Mt. Vernon	05-84	.50	1.50		2.00	No Max
Rowan County	18-74		1.00		1.00	No Max
Morehead	18-55	1.50	1.00		2.50	No Max
Russell County	05-42		0.25		0.25	No Max
Jamestown	05-16	1.00	0.25		1.25	No Max
Russell Springs	05-07	1.00	0.25		1.25	No Max
Russell Springs (See Russell Co)	05-07					
Russellville (See Logan County)	18-39					
Salyersville (See Magoffin County)	**05-36**					
Scott County Resident	18-95		1.00	0.50	1.50	No Max
Georgetown Resident	18-53	1.00	1.00	0.50	2.50	No Max
Scott County Non-Resident	05-29		1.00		1.00	No Max
Georgetown Non-Resident	05-28	1.00	1.00		2.00	No Max
Scottsville (See Allen County)	18-68					
Shelby County	05-30		1.00		1.00	No Max
Shelbyville	18-93	1.50			1.50	No Max
Shepherdsville	05-06	1.00			1.00	No Max
Shivley (See Jefferson County)	18-57 18-85					
Silver Grove (See Campbell Co)	05-62					
Simpson County	05-95		0.75		0.75	No Max
Franklin	05-31	1.00	0.75		1.75	No Max
Southgate (See Campbell Co)	18-69					
Spencer County	31-22		1.00		1.00	No Max
Taylorsville	31-24	0.75	1.00		1.75	NoMax
Springfield (See Washington Co)	18-40					
Stanford (See Lincoln County)	05-72					
Stanton (See Powell County)	18-77					
St. Matthews (See Jefferson Co)	18-91 18-92					
Taylor County	05-77		1.00		1.00	No Max
Campbellsville	31-28	1.00			2.00	
Taylor Mill (See Kenton County)	05-60					
Taylorsville (See Spencer County)	31-24					
Todd County	05-93		1.00		1.00	No Max
Elkton	18-72	2.00	1.00		3.00	No Max
Tompkinsville (See Monroe Co)	31-11					

(Page 10 of 14) Local Name	Local Tax Code	City Rate	County Rate	School Tax	Total Withholding	Max Tax
Union County	31-05		0.50		0.50	No Max
Vanceburg	18-79	1.00			1.00	No Max
Versailles (See Woodford County)	18-41					
Villa Hills (See Kenton County)	05-90					
Warren County Resident	18-86		1.00	0.50	1.50	No Max
Bowling Green Resident	18-04	1.85		0.50	2.35	No Max
Bowling Green Resident/Transpark	31-15	1.85	1.50*	0.50	3.85	No Max
Note – Warren County's School Occupational tax is charged to those employees whose place of residence is within the attendance area of the Warren County Public School District. *Transpark Tax						
Warren County Non-Resident	31-19		1.00		1.00	No Max
Bowling Green Non-Resident	18-87	1.85			1.85	No Max
Bowling Green NonResi/Transpark	31-16	1.85	1.50*		3.35	No Max
*Transpark Tax						
Warsaw (See Gallatin County)	05-27					
Washington	05-13		0.75		0.75	No Max
Springfield	18-40	1.00	0.75		1.75	No Max
Wayne County	05-96		0.90		0.90	No Max
West Bueschel (See Jefferson Co)	05-14 05-15					
West Liberty (see Morgan Co.)	31-20					
Whitley County	31-10		1.00		1.00	No Max
Wilder (See Campbell County)	18-42					
Wilmore (See Jessamine County)	18-58					
Winchester	18-43	1.50			1.50	No Max
Wolfe County	05-65		1.25		1.25	No Max
Woodford County	18-44		1.50		1.50	No Max
Midway	18-63	2.00	1.50		3.50	No Max
Versailles	18-41	1.00	1.50		2.50	No Max

STATE CODE	LOCAL CODE	LOCAL NAME
18	01	Auburn
18	02	Benton
18	03	Berea
18	04	Bowling Green & Warren Co. Resident
18	05	Burkesville & Cumberland Co. Non-Res.
18	06	Catlettsburg
18	07	Covington
18	08	Cynthiana
18	09	Danville
18	10	Dawson Springs
18	11	Elizabethtown
18	12	Flemingsburg
18	13	Frankfort
18	14	Fulton
18	15	Gamaliel
18	16	Glasgow
18	17	Hazard
18	18	Hickman
18	19	Hopkinsville
18	20	Jefferson Co./ Louisville Metro Non-Res.
18	21	Jefferson Co./Louisville Metro Resident
18	22	Leitchfield
18	26	Ludlow
18	27	Marshall County
18	28	Mayfield
18	29	Maysville
18	30	Middlesboro
18	31	Morgantown
18	32	Newport
18	33	Owensboro
18	34	Paducah
18	35	Pikeville
18	36	Prestonsburg
18	37	Princeton
18	38	Richmond
18	39	Russellville
18	40	Springfield
18	41	Versailles
18	42	Wilder
18	43	Winchester
18	44	Woodford County
18	45	Lexington/Fayette County Non-Resident
18	46	Cadiz
18	47	Hancock County
18	48	Madisonville
18	49	Dayton
18	50	Harrodsburg
18	51	Paris
18	52	Boyle County
18	53	Georgetown & Scott Co. Resident
18	54	Edgewood
18	55	Morehead
18	56	Paintsville
18	57	Shively & Jefferson County Resident
18	58	Wilmore

STATE CODE	LOCAL CODE	LOCAL NAME
18	59	Campbell County
18	60	Kenton County
18	61	Boone County
18	62	Jeffersontown & Jefferson Co Resident
18	63	Midway
18	64	Nicholasville
18	65	Marion
18	66	Bellevue
18	67	Edmonton
18	68	Scottsville
18	69	Southgate
18	70	Jeffersontown & Jefferson Co. Non- Res.
18	71	Brownsville
18	72	Elkton
18	74	Rowan County
18	75	Pineville
18	76	Florence
18	77	Stanton
18	79	Vanceburg
18	80	Marshall County Non-Resident
18	81	Fort Thomas
18	82	Fort Mitchell
18	83	Benton Non-Resident
18	84	Jackson
18	85	Shively & Jefferson County Non-Resident
18	86	Warren County Resident
18	87	Bowling Green & Warren Co. Non-Res
18	88	Lexington/Fayette County Resident
18	89	Lebanon
18	90	Madison County
18	91	Saint Matthews & Jefferson Co. Resident
18	92	Saint Matthews & Jefferson Co. Non-Res.
18	93	Shelbyville
18	94	Montgomery Co/Mt. Sterling Interlocal
18	95	Scott County Resident
18	96	Garrard County
18	97	Powell County
18	98	Jessamine County
18	99	Franklin County
05	05	Clark County
05	06	Shepherdsville
05	07	Russell Springs
05	08	Adairville
05	09	Crescent Springs
05	10	Crestview Hills
05	11	Fort Wright
05	12	Park Hills
05	13	Washington County
05	14	West Buechel & Jefferson Co Resident

STATE CODE	LOCAL CODE	LOCAL NAME
05	15	West Buechel & Jefferson Co. Non-Res.
05	16	Jamestown
05	17	Radcliff
05	18	Marion County
05	19	McCracken County
05	20	Pulaski County
05	21	Monroe County
05	22	Estill County
05	24	Nicholas County
05	25	Elsmere
05	26	Allen County
05	27	Warsaw
05	28	Georgetown & Scott Co. Non-Resident
05	29	Scott Co. Non-Resident
05	30	Shelby County
05	31	Franklin
05	32	Independence
05	33	Carroll County
05	34	Boone County Non Resident
05	35	Florence & Boone Co. Non-Resident
05	36	Salyersville
05	37	Butler County
05	38	Nelson County
05	39	Cumberland County Resident
05	40	Burkesville & Cumberland Co. Resident
05	41	Erlanger
05	42	Russell County
05	43	Breathitt County
05	44	Owenton
05	45	Brooksville
05	46	Louisville/Jefferson County Minister Tax
05	47	Eminence
05	48	Graves County
05	49	Mercer County
05	50	Harrison County
05	51	Hart County
05	52	Metcalfe County
05	53	Ohio County
05	54	Elkhorn City
05	55	Bourbon County
05	56	Ballard County
05	57	Carlisle
05	58	Laurel County
05	59	Cold Spring
05	60	Taylor Mill
05	61	Cave City
05	62	Silver Grove
05	63	Caldwell County
05	64	Clay County
05	65	Wolfe County
05	66	Grayson County
05	67	Beattyville
05	68	Lebanon Junction
05	69	Johnson County

STATE CODE	LOCAL CODE	LOCAL NAME
05	71	Alexandria
05	72	Stanford
05	73	Clinton County
05	74	Ashland
05	75	Eddyville
05	76	Lincoln County
05	77	Taylor County
05	78	Knox County
05	79	Cumberland County Non-Resident
05	80	Hodgenville
05	81	Barbourville
05	82	Livingston County
05	83	Coal Run Village
05	84	Mt. Vernon
05	85	Clinton
05	86	McClean County
05	87	City of Greensburg
05	88	Robertson County
05	89	Mount Olivet, City of
05	90	Villa Hills
05	91	Lakeside Park
05	92	Bromley
05	93	Todd County
05	94	Elliott County
05	95	Simpson County
05	96	Wayne County
05	97	Boyd County
05	98	Menifee County
05	99	Martin County
31	01	Bardstown
31	02	Logan County
31	03	Magoffin County
31	04	McCreary County
31	05	Union County
31	06	Gallatin County
31	07	Highland Heights
31	08	Daviess County
31	09	Jackson County
31	10	Whitley County
31	11	Tompkinsville
31	12	Pendleton County
31	13	Henderson
31	14	Bath County
31	15	Bowling Green Resident/Transpark
31	16	Bowling Green Non-Resident/Transpark
31	17	City of McKee
31	18	Hickman County
31	19	Warren County Non-Resident
31	20	West Liberty, City of
31	21	Leslie County
31	22	Spencer County
31	23	City of Grayson
31	24	Taylorsville
31	25	Munfordville
31	26	Rockcastle County
31	27	Morgan County
31	28	Campbellsville

KENTUCKY WITHHOLDING TAX TABLE
SEMI-MONTHLY PAYROLL PERIOD
2009

IF THE WAGES ARE-		AND THE NUMBER OF EXEMPTIONS CLAIMED IS-										
AT LEAST	BUT LESS THAN	0	1	2	3	4	5	6	7	8	9	10 or more
		THE AMOUNT OF TAX TO BE WITHHELD SHALL BE										
0	80											
80	100											
100	120	0.38										
120	140	0.78										
140	160	1.18	0.35									
160	180	1.58	0.75									
180	200	1.98	1.15	0.31								
200	220	2.38	1.55	0.71								
220	240	2.91	2.08	1.24	0.41							
240	260	3.51	2.68	1.84	1.01	0.18						
260	280	4.23	3.40	2.56	1.73	0.90	0.06					
280	300	5.03	4.20	3.36	2.53	1.70	0.86	0.03				
300	320	5.94	5.11	4.27	3.44	2.61	1.77	0.94	0.11			
320	340	6.94	6.11	5.27	4.44	3.61	2.77	1.94	1.11	0.27		
340	360	7.94	7.11	6.27	5.44	4.61	3.77	2.94	2.11	1.27	0.44	
360	380	8.94	8.11	7.27	6.44	5.61	4.77	3.94	3.11	2.27	1.44	0.61
380	400	9.94	9.11	8.27	7.44	6.61	5.77	4.94	4.11	3.27	2.44	1.61
400	420	10.94	10.11	9.27	8.44	7.61	6.77	5.94	5.11	4.27	3.44	2.61
420	440	11.98	11.15	10.31	9.48	8.65	7.81	6.98	6.15	5.31	4.48	3.65
440	460	13.14	12.31	11.47	10.64	9.81	8.97	8.14	7.31	6.47	5.64	4.81
460	480	14.30	13.47	12.63	11.80	10.97	10.13	9.30	8.47	7.63	6.80	5.97
480	500	15.46	14.63	13.79	12.96	12.13	11.29	10.46	9.63	8.79	7.96	7.13
500	520	16.62	15.79	14.95	14.12	13.29	12.45	11.62	10.79	9.95	9.12	8.29
520	540	17.78	16.95	16.11	15.28	14.45	13.61	12.78	11.95	11.11	10.28	9.45
540	560	18.94	18.11	17.27	16.44	15.61	14.77	13.94	13.11	12.27	11.44	10.61
560	580	20.10	19.27	18.43	17.60	16.77	15.93	15.10	14.27	13.43	12.60	11.77
580	600	21.26	20.43	19.59	18.76	17.93	17.09	16.26	15.43	14.59	13.76	12.93
600	620	22.42	21.59	20.75	19.92	19.09	18.25	17.42	16.59	15.75	14.92	14.09
620	640	23.58	22.75	21.91	21.08	20.25	19.41	18.58	17.75	16.91	16.08	15.25
640	660	24.74	23.91	23.07	22.24	21.41	20.57	19.74	18.91	18.07	17.24	16.41
660	680	25.90	25.07	24.23	23.40	22.57	21.73	20.90	20.07	19.23	18.40	17.57
680	700	27.06	26.23	25.39	24.56	23.73	22.89	22.06	21.23	20.39	19.56	18.73
700	720	28.22	27.39	26.55	25.72	24.89	24.05	23.22	22.39	21.55	20.72	19.89
720	740	29.38	28.55	27.71	26.88	26.05	25.21	24.38	23.55	22.71	21.88	21.05
740	760	30.54	29.71	28.87	28.04	27.21	26.37	25.54	24.71	23.87	23.04	22.21
760	780	31.70	30.87	30.03	29.20	28.37	27.53	26.70	25.87	25.03	24.20	23.37
780	800	32.86	32.03	31.19	30.36	29.53	28.69	27.86	27.03	26.19	25.36	24.53
800	820	34.02	33.19	32.35	31.52	30.69	29.85	29.02	28.19	27.35	26.52	25.69
820	840	35.18	34.35	33.51	32.68	31.85	31.01	30.18	29.35	28.51	27.68	26.85
840	860	36.34	35.51	34.67	33.84	33.01	32.17	31.34	30.51	29.67	28.84	28.01

IF THE WAGES ARE-		AND THE NUMBER OF EXEMPTIONS CLAIMED IS-										
AT LEAST	BUT LESS THAN	0	1	2	3	4	5	6	7	8	9	10 or more
		THE AMOUNT OF TAX TO BE WITHHELD SHALL BE										
860	880	37.50	36.67	35.83	35.00	34.17	33.33	32.50	31.67	30.83	30.00	29.17
880	900	38.66	37.83	36.99	36.16	35.33	34.49	33.66	32.83	31.99	31.16	30.33
900	920	39.82	38.99	38.15	37.32	36.49	35.65	34.82	33.99	33.15	32.32	31.49
920	940	40.98	40.15	39.31	38.48	37.65	36.81	35.98	35.15	34.31	33.48	32.65
940	960	42.14	41.31	40.47	39.64	38.81	37.97	37.14	36.31	35.47	34.64	33.81
960	980	43.30	42.47	41.63	40.80	39.97	39.13	38.30	37.47	36.63	35.80	34.97
980	1000	44.46	43.63	42.79	41.96	41.13	40.29	39.46	38.63	37.79	36.96	36.13
1000	1020	45.62	44.79	43.95	43.12	42.29	41.45	40.62	39.79	38.95	38.12	37.29
1020	1040	46.78	45.95	45.11	44.28	43.45	42.61	41.78	40.95	40.11	39.28	38.45
1040	1060	47.94	47.11	46.27	45.44	44.61	43.77	42.94	42.11	41.27	40.44	39.61
1060	1080	49.10	48.27	47.43	46.60	45.77	44.93	44.10	43.27	42.43	41.60	40.77
1080	1100	50.26	49.43	48.59	47.76	46.93	46.09	45.26	44.43	43.59	42.76	41.93
1100	1120	51.42	50.59	49.75	48.92	48.09	47.25	46.42	45.59	44.75	43.92	43.09
1120	1140	52.58	51.75	50.91	50.08	49.25	48.41	47.58	46.75	45.91	45.08	44.25
1140	1160	53.74	52.91	52.07	51.24	50.41	49.57	48.74	47.91	47.07	46.24	45.41
1160	1180	54.90	54.07	53.23	52.40	51.57	50.73	49.90	49.07	48.23	47.40	46.57
1180	1200	56.06	55.23	54.39	53.56	52.73	51.89	51.06	50.23	49.39	48.56	47.73
1200	1220	57.22	56.39	55.55	54.72	53.89	53.05	52.22	51.39	50.55	49.72	48.89
1220	1240	58.38	57.55	56.71	55.88	55.05	54.21	53.38	52.55	51.71	50.88	50.05
1240	1260	59.54	58.71	57.87	57.04	56.21	55.37	54.54	53.71	52.87	52.04	51.21
1260	1280	60.70	59.87	59.03	58.20	57.37	56.53	55.70	54.87	54.03	53.20	52.37
1280	1300	61.86	61.03	60.19	59.36	58.53	57.69	56.86	56.03	55.19	54.36	53.53
1300	1320	63.02	62.19	61.35	60.52	59.69	58.85	58.02	57.19	56.35	55.52	54.69
1320	1340	64.18	63.35	62.51	61.68	60.85	60.01	59.18	58.35	57.51	56.68	55.85
1340	1360	65.34	64.51	63.67	62.84	62.01	61.17	60.34	59.51	58.67	57.84	57.01
1360	1380	66.50	65.67	64.83	64.00	63.17	62.33	61.50	60.67	59.83	59.00	58.17
1380	1400	67.66	66.83	65.99	65.16	64.33	63.49	62.66	61.83	60.99	60.16	59.33
1400	1420	68.82	67.99	67.15	66.32	65.49	64.65	63.82	62.99	62.15	61.32	60.49
1420	1440	69.98	69.15	68.31	67.48	66.65	65.81	64.98	64.15	63.31	62.48	61.65
1440	1460	71.14	70.31	69.47	68.64	67.81	66.97	66.14	65.31	64.47	63.64	62.81
1460	1480	72.30	71.47	70.63	69.80	68.97	68.13	67.30	66.47	65.63	64.80	63.97
1480	1500	73.46	72.63	71.79	70.96	70.13	69.29	68.46	67.63	66.79	65.96	65.13
1500	1520	74.62	73.79	72.95	72.12	71.29	70.45	69.62	68.79	67.95	67.12	66.29
1520	1540	75.78	74.95	74.11	73.28	72.45	71.61	70.78	69.95	69.11	68.28	67.45
1540	1560	76.94	76.11	75.27	74.44	73.61	72.77	71.94	71.11	70.27	69.44	68.61
1560	1580	78.10	77.27	76.43	75.60	74.77	73.93	73.10	72.27	71.43	70.60	69.77
1580	1600	79.26	78.43	77.59	76.76	75.93	75.09	74.26	73.43	72.59	71.76	70.93
1600	1620	80.42	79.59	78.75	77.92	77.09	76.25	75.42	74.59	73.75	72.92	72.09
1620	1640	81.58	80.75	79.91	79.08	78.25	77.41	76.58	75.75	74.91	74.08	73.25
1640	1660	82.74	81.91	81.07	80.24	79.41	78.57	77.74	76.91	76.07	75.24	74.41

IF THE WAGES ARE-		AND THE NUMBER OF EXEMPTIONS CLAIMED IS-										
AT LEAST	BUT LESS THAN	0	1	2	3	4	5	6	7	8	9	10 or more
		THE AMOUNT OF TAX TO BE WITHHELD SHALL BE										
1660	1680	83.90	83.07	82.23	81.40	80.57	79.73	78.90	78.07	77.23	76.40	75.57
1680	1700	85.06	84.23	83.39	82.56	81.73	80.89	80.06	79.23	78.39	77.56	76.73
1700	1720	86.22	85.39	84.55	83.72	82.89	82.05	81.22	80.39	79.55	78.72	77.89
1720	1740	87.38	86.55	85.71	84.88	84.05	83.21	82.38	81.55	80.71	79.88	79.05
1740	1760	88.54	87.71	86.87	86.04	85.21	84.37	83.54	82.71	81.87	81.04	80.21
1760	1780	89.70	88.87	88.03	87.20	86.37	85.53	84.70	83.87	83.03	82.20	81.37
1780	1800	90.86	90.03	89.19	88.36	87.53	86.69	85.86	85.03	84.19	83.36	82.53
1800	1820	92.02	91.19	90.35	89.52	88.69	87.85	87.02	86.19	85.35	84.52	83.69
1820	1840	93.18	92.35	91.51	90.68	89.85	89.01	88.18	87.35	86.51	85.68	84.85
1840	1860	94.34	93.51	92.67	91.84	91.01	90.17	89.34	88.51	87.67	86.84	86.01
1860	1880	95.50	94.67	93.83	93.00	92.17	91.33	90.50	89.67	88.83	88.00	87.17
1880	1900	96.66	95.83	94.99	94.16	93.33	92.49	91.66	90.83	89.99	89.16	88.33
1900	1920	97.82	96.99	96.15	95.32	94.49	93.65	92.82	91.99	91.15	90.32	89.49
1920	1940	98.98	98.15	97.31	96.48	95.65	94.81	93.98	93.15	92.31	91.48	90.65
1940	1960	100.14	99.31	98.47	97.64	96.81	95.97	95.14	94.31	93.47	92.64	91.81
1960	1980	101.30	100.47	99.63	98.80	97.97	97.13	96.30	95.47	94.63	93.80	92.97
1980	2000	102.46	101.63	100.79	99.96	99.13	98.29	97.46	96.63	95.79	94.96	94.13
2000	2020	103.62	102.79	101.95	101.12	100.29	99.45	98.62	97.79	96.95	96.12	95.29
2020	2040	104.78	103.95	103.11	102.28	101.45	100.61	99.78	98.95	98.11	97.28	96.45
2040	2060	105.94	105.11	104.27	103.44	102.61	101.77	100.94	100.11	99.27	98.44	97.61
2060	2080	107.10	106.27	105.43	104.60	103.77	102.93	102.10	101.27	100.43	99.60	98.77
2080	2100	108.26	107.43	106.59	105.76	104.93	104.09	103.26	102.43	101.59	100.76	99.93
2100	2120	109.42	108.59	107.75	106.92	106.09	105.25	104.42	103.59	102.75	101.92	101.09
2120	2140	110.58	109.75	108.91	108.08	107.25	106.41	105.58	104.75	103.91	103.08	102.25
2140	2160	111.74	110.91	110.07	109.24	108.41	107.57	106.74	105.91	105.07	104.24	103.41
2160	2180	112.90	112.07	111.23	110.40	109.57	108.73	107.90	107.07	106.23	105.40	104.57
2180	2200	114.06	113.23	112.39	111.56	110.73	109.89	109.06	108.23	107.39	106.56	105.73
2200	2220	115.22	114.39	113.55	112.72	111.89	111.05	110.22	109.39	108.55	107.72	106.89
2220	2240	116.38	115.55	114.71	113.88	113.05	112.21	111.38	110.55	109.71	108.88	108.05
2240	2260	117.54	116.71	115.87	115.04	114.21	113.37	112.54	111.71	110.87	110.04	109.21
2260	2280	118.70	117.87	117.03	116.20	115.37	114.53	113.70	112.87	112.03	111.20	110.37
2280	2300	119.86	119.03	118.19	117.36	116.53	115.69	114.86	114.03	113.19	112.36	111.53
2300	2320	121.02	120.19	119.35	118.52	117.69	116.85	116.02	115.19	114.35	113.52	112.69
2320	2340	122.18	121.35	120.51	119.68	118.85	118.01	117.18	116.35	115.51	114.68	113.85
2340	2360	123.34	122.51	121.67	120.84	120.01	119.17	118.34	117.51	116.67	115.84	115.01
2360	2380	124.50	123.67	122.83	122.00	121.17	120.33	119.50	118.67	117.83	117.00	116.17
2380	2400	125.66	124.83	123.99	123.16	122.33	121.49	120.66	119.83	118.99	118.16	117.33
2400	2420	126.82	125.99	125.15	124.32	123.49	122.65	121.82	120.99	120.15	119.32	118.49
2420	2440	127.98	127.15	126.31	125.48	124.65	123.81	122.98	122.15	121.31	120.48	119.65
2440	2460	129.14	128.31	127.47	126.64	125.81	124.97	124.14	123.31	122.47	121.64	120.81

IF THE WAGES ARE-		AND THE NUMBER OF EXEMPTIONS CLAIMED IS-										
AT LEAST	BUT LESS THAN	0	1	2	3	4	5	6	7	8	9	10 or more
		THE AMOUNT OF TAX TO BE WITHHELD SHALL BE										
2460	2480	130.30	129.47	128.63	127.80	126.97	126.13	125.30	124.47	123.63	122.80	121.97
2480	2500	131.46	130.63	129.79	128.96	128.13	127.29	126.46	125.63	124.79	123.96	123.13
2500	2520	132.62	131.79	130.95	130.12	129.29	128.45	127.62	126.79	125.95	125.12	124.29
2520	2540	133.78	132.95	132.11	131.28	130.45	129.61	128.78	127.95	127.11	126.28	125.45
2540	2560	134.94	134.11	133.27	132.44	131.61	130.77	129.94	129.11	128.27	127.44	126.61
2560	2580	136.10	135.27	134.43	133.60	132.77	131.93	131.10	130.27	129.43	128.60	127.77
2580	2600	137.26	136.43	135.59	134.76	133.93	133.09	132.26	131.43	130.59	129.76	128.93
2600	2620	138.42	137.59	136.75	135.92	135.09	134.25	133.42	132.59	131.75	130.92	130.09
2620	2640	139.58	138.75	137.91	137.08	136.25	135.41	134.58	133.75	132.91	132.08	131.25
2640	2660	140.74	139.91	139.07	138.24	137.41	136.57	135.74	134.91	134.07	133.24	132.41
2660	2680	141.90	141.07	140.23	139.40	138.57	137.73	136.90	136.07	135.23	134.40	133.57
2680	2700	143.06	142.23	141.39	140.56	139.73	138.89	138.06	137.23	136.39	135.56	134.73
2700	2720	144.22	143.39	142.55	141.72	140.89	140.05	139.22	138.39	137.55	136.72	135.89
2720	2740	145.38	144.55	143.71	142.88	142.05	141.21	140.38	139.55	138.71	137.88	137.05
2740	2760	146.54	145.71	144.87	144.04	143.21	142.37	141.54	140.71	139.87	139.04	138.21
2760	2780	147.70	146.87	146.03	145.20	144.37	143.53	142.70	141.87	141.03	140.20	139.37
2780	2800	148.86	148.03	147.19	146.36	145.53	144.69	143.86	143.03	142.19	141.36	140.53
2800	2820	150.02	149.19	148.35	147.52	146.69	145.85	145.02	144.19	143.35	142.52	141.69
2820	2840	151.18	150.35	149.51	148.68	147.85	147.01	146.18	145.35	144.51	143.68	142.85
2840	2860	152.34	151.51	150.67	149.84	149.01	148.17	147.34	146.51	145.67	144.84	144.01
2860	2880	153.50	152.67	151.83	151.00	150.17	149.33	148.50	147.67	146.83	146.00	145.17
2880	2900	154.66	153.83	152.99	152.16	151.33	150.49	149.66	148.83	147.99	147.16	146.33
2900	2920	155.82	154.99	154.15	153.32	152.49	151.65	150.82	149.99	149.15	148.32	147.49
2920	2940	156.98	156.15	155.31	154.48	153.65	152.81	151.98	151.15	150.31	149.48	148.65
2940	2960	158.14	157.31	156.47	155.64	154.81	153.97	153.14	152.31	151.47	150.64	149.81
2960	2980	159.30	158.47	157.63	156.80	155.97	155.13	154.30	153.47	152.63	151.80	150.97
2980	3000	160.46	159.63	158.79	157.96	157.13	156.29	155.46	154.63	153.79	152.96	152.13
3000	3020	161.62	160.79	159.95	159.12	158.29	157.45	156.62	155.79	154.95	154.12	153.29
3020	3040	162.78	161.95	161.11	160.28	159.45	158.61	157.78	156.95	156.11	155.28	154.45
3040	3060	163.94	163.11	162.27	161.44	160.61	159.77	158.94	158.11	157.27	156.44	155.61
3060	3080	165.10	164.27	163.43	162.60	161.77	160.93	160.10	159.27	158.43	157.60	156.77
3080	3100	166.26	165.43	164.59	163.76	162.93	162.09	161.26	160.43	159.59	158.76	157.93
3100	3120	167.42	166.59	165.75	164.92	164.09	163.25	162.42	161.59	160.75	159.92	159.09
3120	3140	168.58	167.75	166.91	166.08	165.25	164.41	163.58	162.75	161.91	161.08	160.25
3140	3160	169.74	168.91	168.07	167.24	166.41	165.57	164.74	163.91	163.07	162.24	161.41
3160	3180	170.90	170.07	169.23	168.40	167.57	166.73	165.90	165.07	164.23	163.40	162.57
3180	3200	172.06	171.23	170.39	169.56	168.73	167.89	167.06	166.23	165.39	164.56	163.73
3200	3220	173.22	172.39	171.55	170.72	169.89	169.05	168.22	167.39	166.55	165.72	164.89
3220	3240	174.41	173.58	172.74	171.91	171.08	170.24	169.41	168.58	167.74	166.91	166.08
3240	3260	175.61	174.78	173.94	173.11	172.28	171.44	170.61	169.78	168.94	168.11	167.28
$3,260 & Over		6% of All Over $3,260 Plus										
		175.61	174.78	173.94	173.11	172.28	171.44	170.61	169.78	168.94	168.11	167.28

Pub 15-A: Alternative Tax Withholding Methods and Tables
For Wages Paid in   2009
Alternative 2.--Tables for Percentage Method of Withholding Computations

Table A(2): WEEKLY Payroll Period					Amount for each allowance claimed is:				$70.19
Single Person					Married Person				
If the wage in excess of allowance amount is:		The income tax to be withheld shall be:			If the wage in excess of allowance amount is:		The income tax to be withheld shall be:		
Over-	But not over-	Such Wage-		Times	Over-	But not over-	Such Wage-		Times
$0	$138	minus	$0.00	0%	$0	$303	minus	$0.00	0%
$138	$200	minus	$138.00	10%	$303	$470	minus	$303.00	10%
$200	$696	minus	$158.67	15%	$470	$1,455	minus	$358.67	15%
$696	$1,279	minus	$373.60	25%	$1,455	$2,272	minus	$797.20	25%
$1,279	$3,338	minus	$470.61	28%	$2,272	$4,165	minus	$955.21	28%
$3,338	$7,212	minus	$905.06	33%	$4,165	$7,321	minus	$1,441.55	33%
$7,212	-	minus	$1,265.46	35%	$7,321	-	minus	$1,777.51	35%

Table B(2): BIWEEKLY Payroll Period					Amount for each allowance claimed is:				$140.38
Single Person					Married Person				
If the wage in excess of allowance amount is:		The income tax to be withheld shall be:			If the wage in excess of allowance amount is:		The income tax to be withheld shall be:		
Over-	But not over-	Such Wage-		Times	Over-	But not over-	Such Wage-		Times
$0	$276	minus	$0.00	0%	$0	$606	minus	$0.00	0%
$276	$400	minus	$276.00	10%	$606	$940	minus	$606.00	10%
$400	$1,392	minus	$317.33	15%	$940	$2,910	minus	$717.33	15%
$1,392	$2,559	minus	$747.20	25%	$2,910	$4,543	minus	$1,594.40	25%
$2,559	$6,677	minus	$941.32	28%	$4,543	$8,331	minus	$1,910.32	28%
$6,677	$14,423	minus	$1,810.36	33%	$8,331	$14,642	minus	$2,883.15	33%
$14,423	-	minus	$2,531.09	35%	$14,642	-	minus	$3,555.09	35%

Table C(2): SEMIMONTHLY Payroll Period					Amount for each allowance claimed is:				$152.08
Single Person					Married Person				
If the wage in excess of allowance amount is:		The income tax to be withheld shall be:			If the wage in excess of allowance amount is:		The income tax to be withheld shall be:		
Over-	But not over-	Such Wage-		Times	Over-	But not over-	Such Wage-		Times
$0	$299	minus	$0.00	0%	$0	$656	minus	$0.00	0%
$299	$433	minus	$299.00	10%	$656	$1,019	minus	$656.00	10%
$433	$1,508	minus	$343.67	15%	$1,019	$3,152	minus	$777.00	15%
$1,508	$2,772	minus	$809.40	25%	$3,152	$4,922	minus	$1,727.00	25%
$2,772	$7,233	minus	$1,019.68	28%	$4,922	$9,025	minus	$2,069.32	28%
$7,233	$15,625	minus	$1,961.09	33%	$9,025	$15,863	minus	$3,123.21	33%
$15,625	-	minus	$2,741.89	35%	$15,863	-	minus	$3,851.20	35%

Table D(2): MONTHLY Payroll Period					Amount for each allowance claimed is:				$304.17
Single Person					Married Person				
If the wage in excess of allowance amount is:		The income tax to be withheld shall be:			If the wage in excess of allowance amount is:		The income tax to be withheld shall be:		
Over-	But not over-	Such Wage-		Times	Over-	But not over-	Such Wage-		Times
$0	$598	minus	$0.00	0%	$0	$1,313	minus	$0.00	0%
$598	$867	minus	$598.00	10%	$1,313	$2,038	minus	$1,313.00	10%
$867	$3,017	minus	$687.67	15%	$2,038	$6,304	minus	$1,554.67	15%
$3,017	$5,544	minus	$1,619.40	25%	$6,304	$9,844	minus	$3,454.40	25%
$5,544	$14,467	minus	$2,039.89	28%	$9,844	$18,050	minus	$4,139.00	28%
$14,467	$31,250	minus	$3,922.79	33%	$18,050	$31,725	minus	$6,246.73	33%
$31,250	-	minus	$5,484.34	35%	$31,725	-	minus	$7,702.63	35%

Table E(2): DAILY or MISC. Payroll Period					Amount for each allowance claimed is				$14.04
Single Person					Married Person				
If the wage in excess of allowance amount is:		The income tax to be withheld shall be:			If the wage in excess of allowance amount is:		The income tax to be withheld shall be:		
Over-	But not over-	Such Wage-		Times	Over-	But not over-	Such Wage-		Times
$0.00	$27.60	minus	$0.00	0%	$0.00	$60.60	minus	$0.00	0%
$27.60	$40.00	minus	$27.60	10%	$60.60	$94.00	minus	$60.60	10%
$40.00	$139.20	minus	$31.73	15%	$94.00	$291.00	minus	$71.73	15%
$139.20	$255.90	minus	$74.72	25%	$291.00	$454.30	minus	$159.44	25%
$255.90	$667.70	minus	$94.11	28%	$454.30	$833.10	minus	$191.01	28%
$667.70	$1,442.30	minus	$181.03	33%	$833.10	$1,464.20	minus	$288.31	33%
$1,442.30	-	minus	$253.10	35%	$1,464.20	-	minus	$355.51	35%

10.C. CICS PERSONNEL'S ONLINE PAYROLL FILE (POPY)

POPY (Personnel's On-line Payroll) is a CICS application that allows inquire and update capabilities. The security of POPY allows access control by company, or down to any level of the organization number. Additionally, the access can be limited to inquiry only or inquiry and update.

The data in the file is organized into 25 screen formats. Each screen contains related payroll data. Some screens allow updating, some are strictly inquire.

Fields that may be updated are preceded with an asterisk (*). Fields with no asterisk preceding them are available for inquiry only, and cannot be updated.

When data is entered in the Update mode, the field to be changed must be preceded by a "X." Only fields so designated will be extracted. When the data is extracted, the data will generate the appropriate payroll transaction to update the employee master record. The transactions will be processed through a batch update.

When an employee master record is being established in the Add New Employee mode, the first screen which must be entered is screen format A--Basic Employee Information. The remaining data may be entered in whatever order is convenient.

Valid entries for each field are found in the UPPS Payroll Manual. POPY has limited on-line editing. The major edits will be performed during the batch update run after the extract. If there is a question regarding what can or should be entered in a particular field, reference the Payroll Manual.

Fields that appear on the screen with a decimal point require the entry of a decimal when changing or adding new data. The use of the EOF or Erasure of Field key is recommended when updating a field. Data to be replaced should be erased, rather than using the Space bar to space over the data.

HOW TO USE CICS

Your CRT shows: Kentucky Statewide Network Available

1.	Operator Keys:	Select "M" for CICS (Press Enter Key)
2.	System:	Welcome to CICS/ESA
3.	Operator:	Press Clear Key
4.	System:	A Blank Screen
5.	Operator:	CESN (Press Enter Key)
6.	System:	USERID _____
		PASSWORD _____
		NEW PASSWORD _____
7.	Operator:	Key in CICS Userid
		Key in Password (it will not show)
		Leave blank unless changing password
		Press Enter Key
8.	System:	SIGN-ON IS COMPLETE
9.	Operator:	POP3 (Press Enter Key)
10.	System:	CICS Menu Screen

To Access POPY:

1.	System:	CICS Menu Screen
2.	Operator:	1 (Press Enter Key)
3.	System:	Security Check Screen

10.C. CICS PERSONNEL'S ONLINE PAYROLL FILE (POPY)

To Inquire POPY:

1.	System:	Security Check Screen
2.	Operator:	I in Access
		Company Number
		Org Code, if applicable
		Press Enter Key
3.	System:	Master Control Screen
4.	Operator:	A through S Screen Selection
		Employee Number
		Press Enter Key

NOTE: SCREEN field at bottom right will indicate what screen is displayed and what mode (I--inquire, U--update, or A--add new).

To change screens on same employee: In SCREEN field, key new screen code and I, press Enter key.

To change employees: Press PF2 or PF14

How to Update an Employee Record:

1.	Operator:	Find employee in Inquire Mode.
		Change mode in SCREEN field to U.
		Press Enter Key.
2.	System:	RECORD READY FOR UPDATE
3.	Operator:	Key X over * preceding field to be changed.
		EOF data currently in field to be changed.
		Key new data into field.
		Press Enter Key.
4.	System:	UPDATE IS COMPLETE.

10.C. CICS PERSONNEL'S ONLINE PAYROLL FILE (POPY)

VALUABLE HINTS

General Help Notes:

1.   If at any time you want to "escape", use PF2 to return to the Menu Screen.

2.   All fields which appear on the screen with a decimal point should be entered with the decimal point.

3.   Fields containing dates may be changed by entering the new date with slashes or without.

4.   Each field to be updated should be cleared of data, using the EOF key, before keying in new data.

5.   Use the tab key to move to new field, do not use the space bar.

6.   New data should be keyed at the beginning of the field. POPY will properly align the data when the update is complete.

7.   If your terminal does not have PF keys, you can enter the PF number in the screen field at the lower right hand corner, press enter, and the function will be performed.

Specific Screen Hints:

Payroll Menu
Screen: A new feature has been added to the CICS payroll Menu. It is "The News" and is accessed by entering "?" in the selection field. "The News" will be used to provide information to payroll officers that needs to be distributed quickly. Please develop a habit of checking "The News" each day to keep up with information and/or schedule changes.

Screen A: The only valid entry for standard hours is "86.67". This field should only be entered when establishing a new employee.

The salary/rate field requires the decimal point. Salary has two decimal places following the decimal point, hourly rate has six decimal places following the decimal point.

Screen B: Only an "x" is allowed preceding a leave field. The use of "+" or "-" is not allowed.

Screen C: When establishing a single work location, the percent field must be 99.99. When establishing multiple locations, the percent fields must add up to 100.0.

Screen K & L: Bonds and direct deposits (Deductions 50, 51, 60, 61, 62, 64 and 70) cannot be established on this screen. Bonds are established and updated only on Screen Q. Direct deposit frequencies can be updated on this screen, but that is the only field for Deductions 64 and 70 that can be changed.

Screen Q: Bond deductions and alternate names may be established at the same time. POPY will process the data in the correct sequence.

Screen Y: Using the curser in the "blink" or alternate curser mode makes it easier to determine the curser position on this screen.

10.C. CICS PERSONNEL'S ONLINE PAYROLL FILE (POPY)

Revised 01-01-2000

```
=========================== PAYROLL MENU SCREEN ============================
   TPBC
                                                                pepop001


              SELECT ONE OF THE FOLLOWING:


              1 - PAYROLL INFORMATION          (POPY)
              2 - PAYROLL TIME AND LABOR       (PTLE)
              3 - PAYROLL/PERSONNEL SECURITY   (POP2)
              4 - PAYROLL TRANSACTIONS         (POT)
              5 - CREDIT UNION SYSTEMS
              6 - P1 LISTING
              7 - SUPPLEMENTAL PAYROLL NOTIFICATION
              8 - TEACHERS RETIREMENT
              9 - PERSONNEL MENU
              A - MANUAL PAY TRANSACTIONS
              B - RETRO PAYMENT / OVERTIME NOTIFICATION FORM
              L - LABOR TABLE
              R - 2000 MONTHLY HEALTH INSURANCE PREMIUMS
              ? - THE NEWS
              X - EXIT THE SYSTEM



              ENTER = PROCEED   PF3/15 = EXIT
```

```
PE08                          SECURITY CHECK                10:56:18
MPOP003                                                     03/18/94


         ACCESS: I           A = ADD NEW EMPLOYEE
                             I = INQUIRE
                             U = UPDATE




         COMPANY:  CC DDD    ORG CODES   DD BB SS UU  (OPTIONAL)
                   12 345




         PF1/13=MENU   PF3/15=TERMINATE   ENTER=PROCEED      SCREEN=
```

```
LOUIE SKILL COPR                                          01/15/98
12345                           MASTER CONTROL            TP72
                                                          MPOP004

SELECT ONE OF THE FOLLOWING: X              ACCESS: I


EMPLOYEE NO XXXXXXXXXX           STATE CODE 00      LOCAL CODE 00

A...BASIC EMPLOYEE INFORMATION        N...EMPLOYEE DEDUCTION SUMMARY 1
B...SHIFT, OVERTIME AND BENEFIT       O...EXPLOYEE DEDUCTION SUMMARY 2
C...FED TAX, WORK LOC, DIRECT DEPOSIT P...EXPANDED LABOR DISTRIBUTION
D...EMPLOYEE FLAGS, PAY/PERS CONSTANTS Q...BOND DEDUCTION AND ALT. NAMES
E...EMPLOYEE TAX STATUS AND ACCUMULATIONS R...BOND ALTERNATE NAMES 2
F...EMPLOYER TIPS AND EIC PAID        S...BOND ALTERNATE NAMES 3
G...EMPLOYEE MASTER YTD TAX AND TAXABLE T...LAST CHECK GROSS TO NET
H...PAY AND HOURS ACCUMULATIONS       U...LAST CHECK    - DEDUCTIONS
I...EMPLOYEE SPECIAL PAY ACCUMULATORS 1 V...LAST CHECK   -SPECIAL PAYS
J...EMPLOYEE SPECIAL PAY ACCUMULATORS 2 W...AUTOMATIC EXPENSE PAYMENTS
K...EMPLOYEE DEDUCTIONS  1 - 10       X...PENDING FILE
L...EMPLOYEE DEDUCTIONS 11 - 20       Y...HEALTH INSURANCE
M...EMPLOYEE DEDUCTIONS 21 - 30       Z...PRENOTIFICATION FOR EFT
                                      2...ALLIANCE INSURANCE TPA



CLEAR=NEW CO ENTER=PROCEED PF1/13 MENU PF3/15=EXIT PF5/17=COHDR SCREEN=  I
```

```
LOUIE SKILL COPR                                          03/18/94
12345                                                     PE08
                          COMPANY HEADER INFORMATION       MPOP031



SELECT ONE OF THE FOLLOWING:

A...COMPANY DEDUCTIONS   1 - 18
B...COMPANY DEDUCTIONS  19 - 36
C...COMPANY DEDUCTIONS  37 - 54
D...COMPANY DEDUCTIONS  55 - 70
E...COMPANY SPECIAL PAYS 1 - 30
F...COMPANY REPORTS   1 - 30
G...COMPANY REPORTS  31 - 60
H...COMPANY REPORTS  61 - 90



CLEAR=NEW CO PF1/13 MENU PF3/15=EXIT PF10/22=EMP ENTER=PROCEED  SCREEN=  I
```

```
    12345    LOUIS SKILL COPR                                    03/18/94
    02222222220      KITTY       J CONRADE                 PE08
    01 01 02 00                                             MPOP005


                         BASIC EMPLOYEE INFORMATION

  X EMPLOYEE NAME      KITTY        J CONRADE
  X APT/STE/APT BOX #
  X ST/RR/PO BOX ADD
  X CITY  DOODAA DITY    X STATE  KY   X ZIP CODE 40601   X ZIP EXT 3238
  X SOCIAL SECURITY NO  222222222
  X BIRTH DATE         12/12/12            X SEX                MALE
  X EMPLOYMENT DATE    01/23/89            X EMPLOYMENT STATUS  ACTIVE
  X PAYTYPE            HOURLY              X SALARY/RATE        12.123456
  X STANDARD HOURS     86.67              X TIMECARD STATUS    REQUIRED
  X PAY FREQUENCY      89                 X SALARY GRADE       09
  X ORGANIZATION       001 001 002 00     X JOB CLASS          7890
  X JOB DESCRIPTION    CANDLE MAKER SR    * RES COUNTY         037
  * TERMINATION DATE   00/00/00           * TERMINATION CODE   XX
  * START LEAVE DATE   00/00/00           * RETURN LEAVE DATE  00/00/00


                      ENTER NEXT EMPLOYEE:

   CLEAR=NEW CO ENTER=NEXT PF1=MENU PF2=NEW EMP PF3=EXIT PF6=P1   SCREEN= AI
```

Transactions associated with this screen: 200, 201, 205, 210, 230, 235, 240.

200	1.	Enter the employee's FIRST NAME (12 characters maximum). Hit tab. Enter employee's MIDDLE INITIAL, (if none, leave the space blank). Enter employee's LAST NAME (17 characters maximum).
201	2.	Use this line for apartment, suite or apartment box number if there is not enough space on the address line.
205	3.	Enter the employee's STREET, RURAL ROUTE OR PO BOX ADDRESS. Do not use punctuation.
205	4.	Enter the name of the CITY, the standard two-letter abbreviation of the STATE, the ZIP CODE and ZIP CODE EXTENSION in which the employee lives.
200	5.	Enter the employee's SOCIAL SECURITY NUMBER (9-digits, without hyphens).
230	6.	Enter the employee's DATE OF BIRTH.
230	7.	Enter the SEX of the employee: M=Male, F=Female.
230	8.	Enter the DATE the employee was HIRED.
230	9.	Enter the EMPLOYMENT STATUS: 1=Active Paid, 2=On-Leave Not Paid, 3=Terminated Not Paid.
200	10.	Enter the employee's PAY TYPE: 1=Hourly, 2=Salaried.
210	11.	If HOURLY, enter 6 decimal rate. IF SALARIED, enter 2 decimal salary.

Page 10.20

210   12.   Enter STANDARD HOURS as 86.67 for new employee.

210   13.   Enter TIMECARD STATUS: 0=TC Required, 1=No TC Required

210   14.   Enter PAY FREQUENCY: 89=P-1, 70=Non P-1

235   15.   Enter the employee's two character SALARY GRADE.

201   16.   Enter the employee's DIVISION, BRANCH, SECTION, UNIT numbers.

235   17.   Enter the four character JOB CLASS CODE.

235   18.   Enter the JOB DESCRIPTION.

        19.   Enter the three character RESIDENT COUNTY code.

230   20.   Enter the TERMINATION DATE.

230   21.   Enter the appropriate TERMINATION CODE: 01=Death, 02=Dismissal, 03=Layoff, 04=Resignation, 05=Retirement, 06=Transfer Out.

240   22.   Enter the date employee will START extended leave without pay.

240   23.   Enter the date employee will RETURN from extended leave without pay.

```
12345    LOUIE SKILL COPR                                    03/18/94
02222222220        KITTY          J CONRADE                  PE08
01 01 02 00                                                  MPOP006
                  SHIFT OVERTIME AND BENEFIT INFORMATION

X OVERTIME STATUS     HRS REPORTED    X OVERTIME TYPE          RATE
X OT1 RATE/FACTOR            8.888    X OT2 RATE/FACTOR         2.543
X SHIFT               THIRD           X SHIFT CONTROL 1           0
X SHIFT CONTROL 2           4         X SHIFT 2 RATE/FACTOR     9.87
X SHIFT 3 RATE/FACTOR       9.34
X ANNUAL LEAVE BALANCE    141.23      X ANNUAL ACCRUED YTD     23.94
X ANNUAL USED YTD          34.67


X SICK LEAVE BALANCE       65.45      X SICK ACCRUED YTD       98.56
X SICK USED YTD            76.86


X COMP LEAVE BALANCE       10.00      X COMP USED YTD          34.54


   DATE LAST STATUS CH    00/00/00       LAST SALARY CH DATE   00/00/00
   LAST CHECK DATE        00/00/00       DATE OF LAST CHANGE   00/00/00

              ENTER NEXT EMPLOYEE:

CLEAR=NEW CO ENTER=PROCEED PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT SCREEN= BI
```

Transactions associated with this screen: 220, 235, 240, 315, 350

220   1.   Enter OVERTIME STATUS: 1=No 1.5 OT, 2=Elected 1.5 C-Time, 3=Elected 1.5 OT Pay.

220   2.   Enter OVERTIME TYPE: 1=Rate Shown, 3=Factor Shown.

220   3.   Enter OT 1 RATE/FACTOR for regular time. For SALARIED employee, enter 3 decimal place hourly rate, right justified. For HOURLY employee, enter 3 decimal place factor of 1 (entered as 1000).

220 .4.   Enter OT 2 RATE/FACTOR for time and a half. For SALARIED employee, enter 3 decimal place hourly rate. For HOURLY employee, enter 3 decimal place factor of 1½ (entered as 1500).

220   5.   Enter SHIFT: 1=First, 2=Second, 3=Third, 4=No Permanent.

220   6.   Enter SHIFT CONTROL 1: 9=Emp Master Rate

220   7.   Enter SHIFT CONTROL 2: 1=Rate Regular Pay Only, 4=Rate Regular and Overtime Pay.

220   8.   Enter SHIFT 2 RATE/FACTOR, 2 decimal place, right justified.

220. 9.   Enter SHIFT 3 RATE/FACTOR, 2 decimal place, right justified.

350 10.   Enter the current ANNUAL LEAVE BALANCE.

350 11.   Enter the hours of ANNUAL ACCRUED YTD.

350   12.   Enter the hours of ANNUAL USED YTD.

350   13.   Enter the current SICK LEAVE BALANCE.

350   14.   Enter the hours of SICK ACCRUED YTD.

350   15.   Enter the hours of SICK USED YTD.

315   16.   Enter the COMP LEAVE BALANCE.

315   17.   Enter the hours of COMP USED YTD.

18.   DATE LAST STATUS CH is system generated.

19.   LAST SALARY CH DATE is system generated.

20.   LAST CHECK DATE is system generated.

21.   DATE OF LAST CHANGE is system generated.

```
 12345   LOUIE SKILL COPR                                    03/18/94
  02222222220         KITTY          J CONRADE               PE08
 01 01 02 00                                                 MPOP007
                 FEDERAL TAX, WORK LOCATION AND DIRECT DEPOSIT DATA
 X FIT STATUS         CALCULATE + EIC2    X FIT MARITAL STATUS      HEAD HH
 X FIT EXEMPTIONS/SET AMT/%          2    X FIT EXTRA AMT/PERCENT        15
 X FICA STATUS                       1    X SUI STATE CODE              05


               --------WORK--------   ---STATUS---   --------STATE--------
               STATE  LOCAL  PERCENT   STATE  LOCAL   ADD AMT/%  EXEMPTIONS
 X PRIMARY      05     01   X  04.0   X  6     *     X 00005  X      0
 X SECOND       05     23   X  96.0   X  4   X  4    X 00000  X      0
 * THIRD        00     00   X   0.0   X  1     *     * 00000  *      0
 * FOURTH       00     00   *   0.0   *       *      * 00000  *      0
 * FIFTH        00     00   *   0.0   *       *      * 00000  *      0

 X PRIMARY LOCAL NAME     LEXINGTO    BANK ONE             000000000
 * SECOND LOCAL NAME                  ACCOUNT ONE       0000000000000
 * THIRD LOCAL NAME                   BANK TWO             000000000
 * FOURTH LOCAL NAME                  ACCOUNT TWO       0000000000000
 * FIFTH LOCAL NAME
                 ENTER NEXT EMPLOYEE:
```

CLEAR=NEW CO ENTER=PROCEED PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT SCREEN= CI

Transactions associated with this screen: 200, 210, 215, 221, 222, 255

210 1. Enter employee's FEDERAL INCOME STATUS:
2=Exempt (Wages will be reported on the W-2, but no tax will be withheld on regular wages).
4=Calculate Based on Number of Exemptions,
6=Calculate Based on Number of Exemptions Plus Additional Amount
7=Calculate Based on Single or Head of Household Plus EIC (W-5)
8=Calculate Based on Number of Exemptions Plus Employee & Spouse EIC (W-5)
9=Calculated Based on Married without Spouse Filing EIC (W-5)

210 2. Enter employee's FIT MARITAL STATUS: 1=Single or 2=Married

210 3. Enter number of FIT EXEMPTIONS.

210 4. If the FIT status is CALCULATE PLUS AMOUNT, Enter the FIT EXTRA AMOUNT in this field. An extra amount is expressed as a whole dollar figure, no decimal places.
Example: $10.00 would be keyed as 10 and $1,000.00 as 1000.

210 5. Enter the FICA STATUS: 1=Exempt, 2=Medicare only, 4=Calculate.

215   6.   Enter the SUI STATE CODE. The SUI state code must match the 2 digit state code in the primary local tax locality. If the primary local tax is 05 20, the SUI state code would be 05.

200   7.   Enter the PRIMARY STATE and LOCAL codes in which the employee works. The locality with the largest percentage should be primary.

215   8.   Enter the LOCAL STATUS CODE:

1=Exempt for 18 00 tax records only
4=Calculate

Enter STATE STATUS CODE:

2=Exempt (Only for use with non-residents of reciprocal States – must complete Certificate of Non-residence
    OR employees who qualify for exemption and provide a completed Form K-4E).
4=Calculate Based on Number of Exemptions,
6=Calculate Based on Number of Exemptions Plus Additional Amount.

215   9.   Enter the STATE ADDITIONAL AMOUNT and Number of EXEMPTIONS.

255   10.   If applicable, enter information for code and percentage of time worked for other localities.

11.   Enter LOCAL NAME.

12.   BANKING information can be viewed on this screen from data entered via 221 Transaction (set up only via the Z screen).

For employees with additional amounts and/or exemptions for SIT and who have multiple local taxes, you must put the additional amount and/or exemptions on the line for each local tax. For example, if a person has 3 local taxes and is claiming 1 exemption, on all 3 local tax lines there should be a 1 in the exemptions field.

```
  12345    LOUIE SKILL COPR                                    03/18/94
  02222222220          KITTY           J CONRADE               PE08
  01 01 02 00                                                  MPOP008

                 EMPLOYEE FLAGS/ PAY CONSTANTS/ PERSONNEL CONSTANTS
  X FLAG A        PT LESS 100    X FLAG B  FEDERALLY FUNDED  X FLAG C   NOT COVERED
  X FLAG D               37.5    X FLAG E               P    X FLAG F   NOT ELIGIBLE
  X FLAG H             EXEMPT    X FLAG I  AMERICAN INDIAN   * FLAG L
  X FLAG Q        LEAVE OF ABS   X FLAG S

  X POS SERIAL #                1.00    X ACCRUAL SWITCH          0.00
  X WORK COUNTY                37.00    X LEAVE ACCR CODE         0.00
  X PREMIUM PAY RATE            0.00    X PAY CONSTANT 6          0.00
  X ANNL ACCR IN MO            0.00    X SICK ACCR IN MO         0.00
  X SICK MO SERVICE           56.00    X ANNL MO SERVICE        45.00

  X CHECK DIST NUMBER         12345    X FOR AGENCY USE     23456677
  X PERSONNEL CONSTANT 3   LDLDLDLD    X UI ACCOUNT NUMBER  00345678
  X UI INDUSTRY CODE           SXSL    * FSA ELIGIBILITY

  ELIGIBILITY DATE 1        00/00/00    X INSURANCE ELIGIBILITY  10/17/86


     CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= DI
```

Transactions associated with this screen: 265, 270, 275, 285

	BOX # ON P-1	FLAG	
265	29	A	1. Enter EMPLOYMENT TYPE: F=Full-time, L=Part-time (Less than 100 Hours), I=Interim.
265	28	B	2. Enter EMPLOYEE STATUS: A=Initial Probation, B=Status, H=Co-Op, I=Federally FundedTime Limit, J=Probation Due to Promotion, K=Detail to Special Duty, L=Non-Merit Serving 6 month period, M=Non-Merit Permanent, Q=Interim.
265	31	C	3. Enter POSITION MERIT STATUS: 1=Covered, 2=Not Covered.
265	42	D	4. Enter HOURS PER WORK-WEEK: 1=37.5 Hours, 2=40 Hours, 3=Other
265		E	5. Enter SPECIAL PAY (to identify pay rates other than hourly or salaried): P=Per Diem.
265		F	6. Enter whether or not an employee is eligible for UNEMPLOYMENT INSURANCE: 1=Eligible, 2=Not Eligible. Not eligible: Constitutional Officers, Secretaries of Cabinets, Commissioners, Board Members, and Co-ops.
265	22.A	H	7. Enter whether or not the employee is considered EXEMPT under the Fair Labor Standards Act, on this basis:-0=Non-Exempt (Time-and-a-half=Covered), 1=Exempt.
265	5	I	8. Enter the ETHNIC information on the employee according to the following EEOC classification: 0=White, 1=Black, 2=Hispanic, 3=Asian American, 4=American Indian, 5=Other.
265		L	9. Enter the 24 Check Indicator (For Workforce Development Cabinet use only): 0=All Others, 1=24 pay/10.5 month, 2=21 pay/10.5 month.
265			10. Enter one of the following to indicate the REASON for an employee's SALARY CHANGE: 1=Promotion Increase, 2=Merit Increase, 3=Termination, 4=New Hire, 5=Transferred Within the Agency, 6=Retirement, 7=Leave of Absence, 8=Deceased, 9=Demotion.

BOX #
ON P-1 FLAG

265   S   11. Enter one of the following codes if applicable:
              1 =   Employee donated sick leave
              2 =   Employee received sick leave
              3 =   Employee received and donated sick leave
              4 =   Employee donated annual leave
              5 =   Employee received annual leave
              6 =   Employee donated and received annual leave
              7 =   Employee donated sick and annual leave
              8 =   Employee received sick and annual leave
              9 =   Employee received and donated both sick and annual leave

270   12. Enter the POSITION SERIAL NUMBER.

270   13. Enter the ACCRUAL SWITCH.

270   44   14. Enter the WORK COUNTY as a two-decimal place number.

270   15. Enter the LEAVE ACCRUAL CODE which indicates the employee's eligibility for accruing leave

VACATION	X	X	X	X	-	-	-	-
SICK	X	X	-	-	X	X	-	-
COMPENSATORY	X	-	X	-	X	-	X	-
CODE	1	2	3	4	5	6	7	8

NOTE: 'X' indicates eligible for benefit, '-' indicates not eligible for benefit.

270   16. Enter WEEKEND PREMIUM RATE (up to two decimal places) to be used in calculation of weekend premium.

              17. Enter PAY CONSTANT 6.

              18. Enter ANNUAL ACCRUAL IN MONTH.

275   19. Enter SICK ACCRUAL IN MONTH.

275   20. Enter SICK MONTHS OF SERVICE.

              21. Enter ANNUAL MONTHS OF SERVICE.

285   22. Enter the CHECK DISTRIBUTION NUMBER.

              23. Enter FOR AGENCY USE.

              24. Enter PERSONNEL CONSTANT 3.

285   25. Enter the UNEMPLOYMENT INSURANCE ACCOUNT NUMBER.

285   26. Enter the UNEMPLOYMENT INSURANCE INDUSTRY CODE.

              27. FSA ELIGIBILITY is system generated.

              28. ELIGIBILITY DATE 1 is system generated.

275   29. Enter the INSURANCE ELIGIBILITY DATE.

```
12345    LOUIE SKILL COPR
02222222220          KITTY              J CONRADE                    03/18/94
01 01 02 00                                                          PE08
                                                                     MPOP009
              EMPLOYEE TAX FILE STATUS AND ACCUMULATIONS

     STATE                        05  ..   LOCAL                       00
     STATE STATUS                  4       LOCAL NAME
     STATE ADD AMT/%               0       LOCAL STATUS
     STATE EXEMPTIONS              2                                    1


        GROSS     FIT NONT    FIT TXBL    FIT TAX
  Y      0.00       0.00        0.00        0.00
  Q      0.00       0.00        0.00        0.00
  M      0.00       0.00        0.00        0.00
  P      0.00       0.00        0.00        0.00

                                                       TOT         TOT
       SIT TXBL   SIT TAX   LOCAL TXBL  LOCAL TAX   FICA TXBL   FICA TAX
  Y      0.00       0.00       0.00        0.00        0.00        0.00
  Q      0.00       0.00       0.00        0.00        0.00        0.00
  M      0.00       0.00       0.00        0.00        0.00        0.00
  P      0.00       0.00       0.00        0.00        0.00        0.00


   CLEAR=NEWCO   ENTER=NEXT   PF1/13=MENU  PF2/14=NEWEMP  PF3/15=EXIT   SCREEN= EI
```

Transactions associated with this screen: 215, 355, 356, 357, 360, 365, 370

```
12345    LOUIE SKILL COPR                              03/18/94
02222222220         KITTY        J CONRADE             PE08
01 01 02 00                                            MPOP010
```

EMPLOYER TAX FILE ACCUMULATIONS

STATE/LOCAL   05 00   LOCAL NAME

	TIPS COL	EIC PAID	MEDICARE TAX	MEDICARE TAXABLE	SOC SEC TAX	SOC SEC TAXABLE
Y	0.00	0.00	0.00	0.00	0.00	0.00
Q	0.00	0.00	0.00	0.00	0.00	0.00
M		0.00	0.00	0.00	0.00	0.00
P	0.00	0.00	0.00	0.00	0.00	0.00

CLEAR=NEWCO   ENTER=NEXT   PF1/13=MENU PF2/14=NEWEMP PF3/15=EXIT   SCREEN= FI

Transactions associated with this screen: 360, 370, 375

```
12345    LOUIS SKILL COPR                              03/18/94
02222222220        KITTY        J CONRADE              PE08
01 01 02 00                                            MPOP011
```

EMPLOYEE MASTER YTD TAX AND TAXABLE AMOUNTS

```
FIT TAX              893.58    FIT TAXABLE           11526.11
SOC SEC TAX          824.12    SOC SEC TAXABLE       11526.11
MEDICARE TAX           0.00    MEDICARE TAXABLE          0.00
TOTAL FICA           824.12    TOTAL FICA TAXABLE    11526.11
SIT TAX              328.00    SIT TAXABLE           11526.11
LOCAL TAX             66.27    LOCAL TAXABLE         13251.00
EIC PAYMENT            0.00    TIPS                     75.00
```

CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT SCREEN= GI

Transactions associated with this screen: 320, 325, 330

Revised 08-01-94

```
12345    LOUIE SKILL COPR                                      03/18/94
02222222220        KITTY          J CONRADE                    PE08
01 01 02 00                                                    MPOP012
```

PAY AND HOUR ACCUMULATIONS

	GROSS	REGULAR	OVERTIME1	OVERTIME2	SHIFT-2	SHIFT-3
Y	13251.00	13176.00	0.00	0.00	0.00	0.00
Q	13251.00	13176.00	0.00	0.00	0.00	0.00
M	13251.00	13176.00	0.00	0.00	0.00	0.00

	NET PAY
Y	7499.05
Q	7499.05
M	7499.05

	REGULAR HOURS	OVERTIME1 HOURS	OVERTIME2 HOURS	SHIFT-2 HOURS	SHIFT-3 HOURS
Y	2216.00	0.00	0.00	0.00	0.00
M	2216.00	0.00	0.00	0.00	0.00

```
CLEAR=NEWCO  ENTER=NEXT   PF1/13=MENU PF2/14=NEWEMP PF3/15=EXIT   SCREEN= HI
```

Transactions associated with this screen: 300, 320, 340, 700

```
12345    LOUIE SKILL COPR                                    03/18/94
02222222220          KITTY          J CONRADE                PE08
01 01 02 00                                                  MPOP013
                     EMPLOYEE SPECIAL PAY ACCUMULATIONS 1 - 15
   NO.      NAME      MTD HOURS   YTD HOURS   MTD AMOUNT   YTD AMOUNT

    1      TIPS         0.00        0.00        75.00        75.00
    2      LWOP         0.00        0.00         0.00         0.00
    3      HOLIDAY      0.00        0.00         0.00         0.00
    4      VEHICLE      0.00        0.00         0.00         0.00
    5                   0.00        0.00         0.00         0.00
    6      VOTING       0.00        0.00         0.00         0.00
    7      ELECTION     0.00        0.00         0.00         0.00
    8      BLOOD        0.00        0.00         0.00         0.00
    9      MILITARY     0.00        0.00         0.00         0.00
   10      COMPEARN     0.00        0.00         0.00         0.00
   11      COMPTAKE     0.00        0.00         0.00         0.00
   12      COMP-50      0.00        0.00         0.00         0.00
   13      COMP-PD      0.00        0.00         0.00         0.00
   14      SPECIAL      0.00        0.00         0.00         0.00
   15      JURY/COURT   0.00        0.00         0.00         0.00


  CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= II
```

Transactions associated with this screen: 310, 345, 9XX

```
12345    LOUIS SKILL COPR                                    01/22/97
02222222220          KITTY       J CONRADE                    TP6Y
00 00 00 00                                                   MPOP014
```

EMPLOYEE SPECIAL PAY ACCUMULATIONS 16 - 30

NO.	NAME	MTD HOURS	YTD HOURS	MTD AMOUNT	YTD AMOUNT
16	ADOPT ASSIST	0.00	0.00	0.00	0.00
17	TERMIN	0.00	0.00	0.00	0.00
18	SICK-TAX	0.00	0.00	0.00	0.00
19	TXBL BEN	0.00	0.00	0.00	0.00
20	VACATION	0.00	0.00	0.00	0.00
21	ADV WEATHER	0.00	0.00	0.00	0.00
22	SUGESTAW	0.00	0.00	0.00	0.00
23	RETRO	0.00	0.00	0.00	0.00
24	WEEKEND PREM	0.00	0.00	0.00	0.00
25	SHIFT 2	0.00	0.00	0.00	0.00
26	SHIFT 3	0.00	0.00	0.00	0.00
27	ERA	0.00	0.00	0.00	0.00
28	FAMLEAVE	0.00	0.00	0.00	0.00
29	UNATH AB	0.00	0.00	0.00	0.00
30	COMPT1/2	0.00	0.00	0.00	0.00

```
CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= JI
```

Transactions associated with this screen: 310, 345, 9XX

```
12345    LOUIE SKILL COPR                              03/18/94
02222222220          KITTY      J CONRADE              PE08
01 01 02 00                                            MPOP015
                    EMPLOYEE DEDUCTIONS 1 THRU 10
DED NAME    NO    FREQUENCY      AMT/%        GOAL      UTILITY     MTD      YTD


BONDS4   X 60 * ALL PERIODS X   35.00 X   100.00 X 2340599      0.00     0.00
OTH INS1 X 35 X SECOND       X  34.00 X    45.00 X 0001234      0.00     0.00
OTH INS2 X 36 X ALL PERIODS X  120.00 *     0.00 X 1678000      0.00     0.00
RETIRE1  X 04 X ALL PERIODS *    0.00 *     0.00 X 0000001      0.00     0.00
OTH INS5 X 39 X ALL PERIODS X   67.00 *     0.00 X 9999999      0.00     0.00
OTH INS3 X 37 X ALL PERIODS *    0.00 *     0.00 X 7777777      0.00     0.00
OTH INS4 X 38 X ALL PERIODS X   12.00 X   135.00 X 6666666      0.00     0.00
CRUNION1 X 26 X ALL PERIODS X   25.00 *     0.00 X 0000101      0.00     0.00
         * 00 * INACTIVE      *   0.00 *     0.00 * 0000000      0.00     0.00
         * 00 * INACTIVE      *   0.00 *     0.00 * 0000000      0.00     0.00




      CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= KI
```

Transactions associated with this screen: 225

225   1.   Enter the appropriate DEDUCTION NUMBER from the Deduction Table.

225   2.   Enter the FREQUENCY CODE: 00=None, 09=All, 01=First, 02=Second.

225   3.   Enter the AMOUNT/PERCENT to be withheld.

225   4.   Enter the GOAL to stop deduction when a certain amount has been reached.

225   5.   Enter the UTILITY NUMBER from the Deduction Table.

```
12345   LOUIE SKILL COPR                                    03/18/94
02222222220        KITTY          J CONRADE                 PE08
01 01 02 00                                                 MPOP016
                        EMPLOYEE DEDUCTIONS 11 THRU 20
DED NAME     NO    FREQUENCY       AMT/%       GOAL      UTILITY    MTD      YTD

OTH INS3 X 37 X ALL PERIODS X    200.00 X    350.00 X 5555555     0.00     0.00
RETPAYBK X 06 X FIRST       X     22.22 *      0.00 X 3333333     0.00     0.00
RETIRE2  X 05 X ALL PERIODS X    125.00 X   1000.00 X 0000009     0.00     0.00
         * 00 * INACTIVE     *      0.00 *      0.00 * 0000000     0.00     0.00
         * 00 * INACTIVE     *      0.00 *      0.00 * 0000000     0.00     0.00
         * 00 * INACTIVE     *      0.00 *      0.00 * 0000000     0.00     0.00
         * 00 * INACTIVE     *      0.00 *      0.00 * 0000000     0.00     0.00
         * 00 * INACTIVE     *      0.00 *      0.00 * 0000000     0.00     0.00
         * 00 * INACTIVE     *      0.00 *      0.00 * 0000000     0.00     0.00
         * 00 * INACTIVE     *      0.00 *      0.00 * 0000000     0.00     0.00
```

```
CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= LI
```

Transactions associated with this screen: 225

See Screen K for instructions on entering information. Use Screen L only if Screen K is full.

```
12345    LOUIE SKILL COPR                              03/18/94
02222222220        KITTY        J CONRADE              PE08
01 01 02 00                                            MPOP025
                  EMPLOYEE DEDUCTIONS 21 THRU 30
DED NAME     NO     FREQUENCY      AMT/%       GOAL        UTILITY      MTD       YTD


OTH INS3 X 37 X ALL PERIODS X   200.00 X    350.00  X 5555555      0.00      0.00
RETPAYBK X 06 X FIRST       X    22.22 *      0.00  X 3333333      0.00      0.00
RETIRE2  X 05 X ALL PERIODS X   125.00 X   1000.00  X 0000000      0.00      0.00
         * 00 * INACTIVE     *     0.00 *      0.00  * 0000009      0.00      0.00
         * 00 * INACTIVE     *     0.00 *      0.00  * 0000000      0.00      0.00
         * 00 * INACTIVE     *     0.00 *      0.00  * 0000000      0.00      0.00
         * 00 * INACTIVE     *     0.00 *      0.00  * 0000000      0.00      0.00
         * 00 * INACTIVE     *     0.00 *      0.00  * 0000000      0.00      0.00
         * 00 * INACTIVE     *     0.00 *      0.00  * 0000000      0.00      0.00
         * 00 * INACTIVE     *     0.00 *      0.00  * 0000000      0.00      0.00
```

```
CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= MI
```

Transactions associated with this screen: 225

See Screen K for instructions on entering information. Use Screen M only if Screens K and L are full.

```
12345    LOUIE SKILL COPR                                   03/18/94
02222222220          KITTY          J CONRADE               PE08
01 01 02 00                                                 MPOP017
                     EMPLOYEE DEDUCTION SUMMARY 1 - 15
DED NAME   NO   AMT/PCT    GOAL    FREQ ---NAME OF PAYEE---


BONDS      60    35.00    100.00   09   2340599
OTH INS1   35    34.00     45.00   02   UTILITY NAME NOT ON FILE
OTH INS2   36   120.00      0.00   09   UTILITY NAME NOT ON FILE
RETIRE1    04     0.00      0.00   09   K. E. R. S. RETIREMENT
OTH INS5   39    67.00      0.00   09   UTILITY NAME NOT ON FILE
OTH INS3   37     0.00      0.00   09   UTILITY NAME NOT ON FILE
OTH INS4   38    12.00    135.00   01   UTILITY NAME NOT ON FILE
CRUNION1   26    25.00      0.00   09   COMMONWEALTH CREDIT UNION
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00


CLEAR=NEWCO  ENTER=NEXT   PF1/13=MENU PF2/14=NEWEMP PF3/15=EXIT   SCREEN= NI
```

Transactions associated with this screen: 225

```
12345    LOUIE SKILL COPR
02222222220        KITTY         J CONRADE              03/18/94
01 01 02 00                                             PE08
                                                        MPOP018
                        EMPLOYEE DEDUCTION SUMMARY 16 - 30
DED NAME   NO   AMT/PCT   GOAL    FREQ ---NAME OF PAYEE---

OTH INS3   37   200.00    350.00   09  UTILITY NAME NOT ON FILE
RETPAYBK   06    22.22      0.00   01  UTILITY NAME NOT ON FILE
RETIRE2    05   125.00   1000.00   09  CERS
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00
INACTIVE   00     0.00      0.00


CLEAR=NEWCO  ENTER=NEXT  PF1/13=MENU PF2/14=NEWEMP PF3/15=EXIT  SCREEN= OI
```

Transactions associated with this screen: 225

```
12345   LOUIE SKILL COPR                              03/18/94
02222222220      KITTY        J CONRADE               PE08
01 01 02 00                                           MPOP019

                MARS ACCOUNTING INFORMATION


                        ORG      PBU      FUND
                    *   XXXX     XXXX     XXXX

        * ACTIVITY                   * FUNCTION
        * SUB-OBJECT                 * PROJECT
        * SUB-ORG                    * TERMINI
        * REPORTING CATEGORY




                ENTER NEXT EMPLOYEE:

 CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= PI
```

Transactions associated with this screen: 260, 290

260   1.   Enter the MARS CODE.

290 (01) 2.   Enter the two character SUB-OBJECT.

290 (02) 3.   Enter the four character ACTIVITY.

290 (03) 4.   Enter the four character FUNCTION.

290 (04) 5.   Enter the eight character PROJECT.

290 (05) 6.   Enter the seven character TERMINI.

290 (06) 7.   Enter the four character REPORTING CATEGORY.

290 (07) 8.   Enter the two character SUB-ORGANIZATION.

```
12345    LOUIE SKILL COPR                                    03/18/94
02222222220        KITTY         J CONRADE                   PE08
01 01 02 00                                                  MPOP020
```

BOND DEDUCTION INFORMATION

DED NAME	FREQUENCY	AMT/PCT	GOAL	UTILITY
X BOND 50	X ALL PERIODS	X 35.00	X 100.00	X 0100000
* BOND 51	* INACTIVE	* 0.00	* 0.00	* 0000000
* BOND 59	* INACTIVE	* 0.00	* 0.00	* 0000000
* BOND 60	* INACTIVE	* 0.00	* 0.00	* 0000000
* BOND 61	* INACTIVE	* 0.00	* 0.00	* 0000000

BOND ALTERNATE NAMES

NO	NAME		SOC SEC NO	IND	SUB
	STREET ADDRESS	CITY	STATE	ZIP CODE	ZIP EXT
X 01	X BARRY TERRELL		X 407272225	X 1	X 1
X 311 1/2 LYONS DRIVE		X FRANKFORT	X KY	X 40601	X 9678
*	*		*	*	*
*		*	*	*	*

```
CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= QI
```

Transactions associated with this screen: 225, 266, 267

*Note: Bond Deductions and the associated Alternate Names may be entered at the same time. Updating will be done in the proper sequence to master record.

225   1.   Enter the appropriate BOND DEDUCTION.

225   2.   Enter the FREQUENCY CODE: 00=None, 09=All, 01=First, 02=Second.

225   3.   Enter the AMOUNT to be withheld.

225   4.   Enter the GOAL to issue a bond when a certain amount has been reached.

225   5.   Enter the UTILITY NUMBER from the Deduction Table.

266   6.   Enter a NAME NUMBER from 1 to 9 indicating which alternate name is being entered.

266   7.   Enter the NAME of alternate person.

266   8.   Enter SOCIAL SECURITY NUMBER of alternate person.

266   9.   Enter a CONTROL INDICATOR: 0=Print Employee Name as Owner, 1=Print This Name as Co-Owner, 2=Print This Name as Beneficiary, 3=Print This Name as Owner, 4=Print This Name as Owner and Employee as Beneficiary, 5=Print This Name as Owner and Employee as Co-Owner, 6=Print This Name as Owner and Name Pointer in SUB as Beneficiary, 7=Print This Name as Owner and Name Pointer in SUB as Co-Owner.

266   10.   Enter a code of 1-9 if Codes 6 or 7 are used in the previous block. This code is the number corresponding to the alternate name used as beneficiary (if a '6' was entered in the previous block) or co-owner (if a '7' was entered in the previous block).

267   11.   Enter the STREET ADDRESS, CITY, STATE, ZIP CODE and ZIP CODE EXTENSION.

```
12345    LOUIE SKILL COPR                                    03/18/94
02222222220         KITTY        J CONRADE                   PE08
01 01 02 00                                                  MPOP021
                      BOND ALTERNATE NAMES 2
     NO    NAME                      SOC SEC NO      IND    SUB
     STREET ADDRESS       CITY         STATE      ZIP CODE ZIP EXT
X 09    X BRIAN TERRELL           X 401151566     X 1      X    1
X 311 1/2 LYONS DRIVE   X FRANKFORT     X KY      X 40601  X 9678

X 01    X BARBARA TERRELL         X 123456789     X 1      X    2
X 132 HUNTER            X FRANKFORT     X KY      X 12345  X 3457

X 02    X CONNIE PAGE             X 098765432     X 2      X    9
X LYONS DRIVE           X FRANKFORT     X KY      X 87654  X 9678

X 03    X MIKE GOINS              X 222233333     X 3      X    8
X 203 GLENWOOD          X LOUISVILLE    X KY      X 40605  X 0000

X 04    X JOHN GODFREY            X 293847563     X 1      X    5
X SHARP ROAD            X STAMPING GROU  X CO     X 34567  X 0000


    CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= RI
```

Transactions associated with this screen: 266, 267

See Screen Q for instructions on entering information.

```
   12345    LOUIE SKILL COPR                                 03/18/94
   02222222220         KITTY        J CONRADE                PE08
   01 01 02 00                                               MPOP022
                           BOND ALTERNATE NAMES 3
      NO     NAME                         SOC SEC NO     IND    SUB
      STREET ADDRESS          CITY          STATE      ZIP CODE ZIP EXT
   X 02    X CHARLES TERRELL             X 400605266    X 1     X 1
   X 311 1/2 LYONS DRIVE    X FRANKFORT      X KY        X 40601  X 9678

   *       *                              *              *       *
   *                        *             *              *       *
```

```
   CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= SI
```

Transactions associated with this screen: 266, 267

See Screen Q for instructions on entering information.

```
12345   LOUIE SKILL COPR                                    03/18/94
02222222220        KITTY        J CONRADE                   PE08
01 01 02 00                                                 MPOP027
                        CHECK TAPE GROSS TO NET
                          PAY PERIOD ENDING          CHECK DATE
     REGULAR                  02 28 94                 03 15 94


   SEMI SALARY          GROSS SALARY      CHECK EFT NO      CHECK DIST#
      800.00              50,000.00          211233            77777


   FEDERAL TAX          13,744.91
   STATE TAX             2,693.55
   LOCAL TAX               500.00
   MEDICARE TAX              0.00
   SOC SEC TAX              0.00
   TOTAL DEDUCTIONS      4,994.60
                                                    EFT
                        NET PAY           CHECKING    SAVINGS
                       28,066.94            0.00        0.00


   CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT  SCREEN= TI
```

```
12345    LOUIE SKILL COPR                                    03/18/94
02222222220        KITTY         J CONRADE                   PE08
01 01 02 00                                                  MPOP028
```

CHECK TAPE CURRENT DEDUCTIONS

REGULAR   PAY PERIOD ENDING   CHECK DATE
                              02 28 94   03 15 94

CHECK EFT NO: 902139868·   CHECK DIST#:   10008

DED#	DED-AMT	DED#	DED-AMT	DED#	DED-AMT	DED#	DED-AMT	DED#	DED-AMT
04	86.22								
26	500.00								
69	128.46								
70	693.81								

CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT   SCREEN= UI

```
12345    LOUIE SKILL COPR                                   03/18/94
02222222220        KITTY           J CONRADE                PE08
01 01 02 00                                                 MPOP029

                       CHECK TAPE CURRENT SPECIAL PAYS
     REGULAR                 PAY PERIOD ENDING   CHECK DATE
                                 02 28 94          03 15 94
    CHECK EFT NO:      900783146         CHECK DIST#:   10012
    SPY#  SPY-AMT  SPY#  SPY-AMT  SPY#  SPY-AMT SPY#  SPY-AMT  SPY#   SPY-AMT

    18    182.01

    20    172.43
```

CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT SCREEN= VI

```
12345   LOUIE SKILL COPR                              03/18/94
02222222220         KITTY        J CONRADE            PE08
01 01 02 00                                           MPOP030
```

AUTOMATIC EXPENSE PAYMENTS

```
PAY   CK   TAX   DED
NO.   DSC  DSC   DSC     AMOUNT      FREQUENCY

05    3    0     9     * 00000.00 * INACTIVE
```

CLEAR=NEW CO ENTER=NEXT PF1/13=MENU PF2/14=NEW EMP PF3/15=EXIT SCREEN= WI

Transactions associated with this screen: 905

905   1.   Enter the SPECIAL PAY RATE AMT as a two-decimal place number, right justified.

```
12345    LOUIE SKILL COPR                               03/18/94
02222222220                                             PE08
01 01 02 00                                             MPOP041


                            PENDING FILE
            2         3         4         5         6         7         8
COL......01234567890123456789012345678901234567890123456789012345678901234567890

X 700                              82501250          9
* 910                                 250
* 913                                 750
```

```
CLEAR=NEW CO    PF1/13=MENU   PF3/15=EXIT
PF7/19=BACKSCROLL   PF8/20=FORWDSCROLL            SCREEN= XI
```

Transactions associated with this screen: BFM

BFM   1.   Enter an "X" in front of the transaction to be deleted.

```
12345   LOUIE SKILL COPR                          *PRODUCTION      11/22/99
   02222222220        KITTY      J CONRADE                          TP8G
 - COUNTY  :  C   037      FRANKLIN
 PRETAX:  *   POST TAX:  *              CROSS REFERENCE (Y OR N)   *

 - COVERAGE:   * SINGLE   * PARENT PLUS   * COUPLE    * FAMILY    * WAIVER
 - LEVEL:      * OPTION A * OPTION B      * OPTION C
 - FREQUENCY:  * MONTHLY  * TWICE MONTHLY * STOP

 - HMO:   * 011 ADVANTAGE CARE * 031 ALT HEALTH DEL * 091 BLUEGRASS HLTH
          * 101 CHA HEALTH      * 111 PACIFICARE     * 151 HUMANA MBP
          * 161 HUMANA KPPA

 - POS:   * 012 ADVANTAGE CARE * 032 ALT HEALTH DEL * 092 BLUEGRASS HLTH
          * 101 CHA HEALTH      * 111 PACIFICARE     * 342 HUMANA

 - PPO:   * 093 BLUEGRASS HLTH * 143 HUMANA          * 333 ANTHEM BC/BS

 - EPO:   * 015 ADVANTAGE CARE * 035 ALT HEALTH DEL * 095 BLUEGRASS HLTH
          * 105 CHA HEALTH      * 115 PACIFICARE     * 145 HUMANA OPT C
          * 335 ANTHEM BC/BS
                                        ENTER NEXT EMPLOYEE:

 CLEAR=NEW CO ENTER=NEXT PF1=MENU PF2=NEW EMP PF3=EXIT        SCREEN= YI
```

Transactions associated with this screen: 225

225   1.   Enter COUNTY CODE as 3 digits. Do not enter for a waiver.

225   2.   Indicate if PRETAX or POST TAX and answer CROSS REFERENCE.

225   3.   Select the appropriate choice of COVERAGE.

225   4.   Select the appropriate LEVEL of coverage.

225   5.   Select the appropriate FREQUENCY. Single and cross reference must be monthly frequency.

225   6.   Select the appropriate Health Insurance CARRIER for the Type of Plan.

      7.   For waiver, do not enter County Code. Indicate Post-Tax and answer Cross Reference.

```
     12345    LOUIS SKILL CORP                                  06/05/98

  02222222220         KITTY        J CONRADE                   PE5B
  01 01 02 00                                                  MPOP043
                         CURRENT BANKING INFORMATION
     DED NO    FREQ    AMT    UTILITY         BANK              ACCOUNT
       70       09   0100000  1120000    #1  283978441    #1  0001212121212
       64       09   0002500  0110000    #2  000000000    #2  0001283364842



              PRENOTIFICATION FOR ELECTRONIC FUND TRANSFER

     DEDUCTION NO          FREQUENCY       AMOUNT/PERCENT     UTILITY
         64                   09               0002500        0110000
          70                  09               0100000          1120000


     BANK ONE                          ACCOUNT ONE
     BANK TWO                          ACCOUNT TWO




  CLEAR=NEW CO ENTER=NEXT PF1=MENU PF2=NEW EMP PF3=EXIT          SCREEN= ZI
```

Transactions associated with this screen: 221, 222, 225, UPPS 16-P

The electronic fund transfer screen has been remodeled in an effort to make it more user friendly. The following changes were made in the effort:

If an employee has prenotification information available, that information will appear, otherwise a blank screen will be sent.

The current banking information for an employee is now carried at the top of the screen to be used as a reference.

The bottom half of the screen is for the current prenotification information.

Deduction 70 will have the frequency 09 and the amount/percent automatically supplied.

The entry for Screen Z from the POPY menu requires the use of the employee number, but the Z screen may be accessed from any of the other screens by just typing ZI in the lower right corner.

The information entered on this screen will stay for approximately two (2) weeks. An extract will then be taken to start the prenote process. In the past, the information was extracted every day and stored which prevented the clerk from seeing what had been entered.

Minor editing is performed online in order to catch some of the major errors made during data entry. A major error that can occur is that the bank utility number will not be on the utility file, if a new bank is entered. The warning message states to call the Department for Personnel Administration but the record will be processed. In order to eliminate an error in batch processing, please contact the Payroll Branch at 502-564-6883 as soon as possible.

10.C. CICS PERSONNEL'S ONLINE PAYROLL FILE (POPY)

One of the edits is for correct utility numbers based on the deduction number. There are combination checks for bank numbers and account numbers and for two deductions and two account numbers

This screen will enable payroll officers with on-line capabilities to enter the information from the Direct Deposit form (UPPS 15-W) and the employee's deposit slip.

225   1.   The current direct deposit information will show on the top half of the screen.

225   2.   Enter DEDUCTION NUMBER as "64" if employee's account is a savings account, or enter "70" if employee's account is a checking account.

225   3.   FREQUENCY is always 09. We have put this on the screen for you on checking.

225   4.   Enter AMOUNT or PERCENT '0100000", if 100% of the employee's net pay goes to the account. If a flat amount goes to savings, enter as a two-decimal dollar amount, right justified.

225   5.   Enter the appropriate UTILITY from the following:

"1110000" = % to Bank 1, Account #1
"0110000" = Amount to Bank 1, Account #1
"1210000" = % to Bank 2, Account #1
"0210000" = Amount to Bank 2, Account #1
"1120000" = % to Bank 1, Account #2
"0120000" = Amount to Bank 1, Account #2
"1220000" = % to Bank 2, Account #2
"0220000" = Amount to Bank 2, Account #2

221   6.   Enter the 9-character bank routing number for BANK ONE.

221   7.   Enter the 9-character bank routing number for BANK TWO.

221   8.   Enter the employee's FIRST ACCOUNT NUMBER, right justified.

222   9.   Enter the employee's SECOND ACCOUNT NUMBER, right justified.

These will be updated on the same schedule as POPY, but then they must be pre-noted before they can be processed in a payroll update.

As a function of this process we have incorporated some edits that will not let you update until you have your key data elements correct. It will also tell you if you are using a Bank routing number that is not set up. It will process it, but please notify Personnel Payroll or the Pre-note edit will reject it at that point in the processing.

```
 12345   LOUIS SKILL COPR                                      01/15/98
 02222222220        KITTY       J CONRADE                      TP72
 00 00 00 00        EMPLOYEE STATUS: ACTIVE                    MPOP062
 GROUP ID: XXXXXXX PCP: DR. XXXXX X. XXXXXXX        COV EFF DT: 01/01/1997


           PAYROLL FILE                  UNITED CHAMBERS
 Carrier:  01 - ADVANTAGE CARE           01 - ADVANTAGE CARE
 Plan:     HMO                           HMO
 Level:    ENHANCED                      ENHANCED
 Coverage: SINGLE                        SINGLE
   RIDERS
   Dental: N   Vision: N  Mental: N      Dental: N  Vision: N  Mental: N
   RX7:    N   RX15:   N                 RX7:    N  RX15:   N


 INSURED NAME                   SSN            PCP NAME
 CONRADE        KITTY        J 222222222   DR. XXXXX X. XXXXXXX         P




               ENTER NEXT EMPLOYEE:

 CLR=NEW CO ENTER=NEXT PF1=MENU PF2=NEW EMP PF3=EXIT PF6=DEPENDENTS   SCRN= 2I
```

```
12345   LOUIS SKILL COPR                          01/15/98
02222222220        KITTY      J CONRADE           TP72
00 00 00 00                                       MPOP063


INSURED NAME                   SSN           PCP NAME
CONRADE         KITTY      J 222222222   DR. XXXXX X. XXXXXXX        P




CLR=NEW CO      ENTER=PREV SCRN    PF1=MENU    PF2=NEW EMP    PF3=EXIT
```

CARRIERS: INSURANCE   RATES   99 PRODUCTION   MPOP045
  01 ADVANTGE CARE   03 ALT HEALTH DEL   09 BLUE GRASS FAM
  10 CHA HEALTH   11 PACIFICARE   14 HUMANA PPO   15 HUMANA MBP
  16 HUMANA KPPA   33 ANTHEM BCBS   34 HUMANA POS

PLAN: 1=HMO   2=POS   3=PPO 5=EPO

LEVEL: 6 = OPTION A ** 7 = OPTION B   8 = OPTION C

COVERAGE: 1=SINGLE 2=COUPLE 3=COUPLE CR 4=PARENT PLUS 5=FAMILY 6=FAMILY CR

    CARRIER   PLAN   LEVEL   COUNTY   COVERAGE

  ENTER = LOOKUP   PF1/13=MENU   PF3/15=EXIT

Option R of the Payroll Menu Screen provides a valuable resource tool of health insurance information. Upon selecting the appropriate carrier, plan, level, and coverage, the following screen will appear which provides the premium cost.

MPOP046

PRODUCTION

```
                    ***  SUMMARY  *****
                    CARR      09   BLUEGRASS FAMILY
                    PLAN      1    HMO
                    LEVEL     6    OPTION A
                    COVERAGE  1    SINGLE
                    COUNTY    037       FRANKLIN

        PREMIUM                   226.92
        YOU PAY MONTHLY            12.92
        STATE PAYS                214.00     FOR YOU
                                    0.00
                                    0.00
```

```
    ENTER = LOOKUP    PF1/13=MENU   PF3/15=EXIT
```

All UPPS Transactions created from the P-1 will contain the Company Number and the Employee Number (SSN).

A = ADDITION

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION

(A11)   Appointment
(A12)   Note: X in col 16,
          N in col 24
          entered on A11 &
          A13 only.
(A13)
(A14)
(A15)
	200	(X) in Column 16, (N) in Column 24, First Name, Initial, Last Name, SSN, Pay Type, State & Local Code.

	201	Div, Branch, Section, Unit, P. O. Box
	205	Street, City, State, Zip Code
	210	Salary, Frequency, SUI Code, TC Status
	220	Overtime Status, Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor, Shift Code, Shift Cntl 1, Shift Cntl 2, Shift 2 Rate/Factor, Shift 3 Rate/Factor
	225	Ded. 04 and 69, Frequency, Utility
	230	Status, Sex, Employment Date, Birth Date, County of Legal Residence
	235	Class Code, Grade, Title Abbreviation, Work Comp Code
	240	Date of Last Change
	265	Flags -- A B C D E H I M N
	270	(1) Serial, (3) Job Loc, (4) Benefits Code
(A21) Reinstatement	200	(X) in Column 16, (N) in Column 24, First Name, Initial, Last Name, SSN, Pay Type, State & Local Code.
	201	Div, Branch, Section, Unit, P. O. Box
	205	Street, City, State, Zip Code
	210	Salary, Frequency, SUI Code, TC Status
	220	Overtime Status, Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor, Shift Code, Shift Cntl 1, Shift Cntl 2, Shift 2 Rate/Factor, Shift 3 Rate/Factor
	225	Ded. 04 and 69, Frequency, Utility
	230	Status, Sex, Employment Date, Birth Date, County of Legal Residence
	235	Class Code, Grade, Title Abbreviation, Work Comp Code
	240	Date of Last Change
	265	Flags -- A B C D E H I M N
	270	(1) Serial, (3) Job Loc, (4) Benefits Code
(A22) Reinstatement (A23)		Same as A31

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION
(A31) Re-Employment	200	First Name, Initial, Last Name, SSN, Pay Type, State & Local Code
	201	Div, Branch, Section, Unit, P. O. Box
	205	Street, City, State, Zip Code
	210	Salary, Frequency, SUI Code, TC Status
	220	Overtime Status, Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor, Shift Code, Shift Cntl 1, Shift Cntl 2, Shift 2 Rate/Factor, Shift 3 Rate/Factor
	225	Ded. 04 and 69, Frequency, Utility
	230	Status, Sex, Employment Date, Birth Date, County of Legal Residence
	235	Class Code, Grade, Title Abbreviation, Work Comp Code
	240	Date of Last Change
	265	Flags – A B C D E H I M N
	270	(1) Serial, (3) Job Loc, (4) Benefits Code
(A41) Transfer Into	200	First Name, Initial, Last Name, SSN, Pay Type, State & Local Code
	201	Div, Branch, Section, Unit, P. O. Box
	203	Old Company Number Old Employee Number Last Name Check New Company Number New Employee Number Tax Clear = 3
	205	Street, City, State, Zip Code
	210	Salary, Frequency, SUI Code, TC Status
	220	Overtime Status, Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor, Shift Code, Shift Cntl 1, Shift Cntl 2, Shift 2 Rate/Factor, Shift 3 Rate/Factor
	225	Ded. 04 and 69, Frequency, Utility
	230	Status, Sex, Employment Date, Birth Date, County of Legal Residence
	235	Class Code, Grade, Title Abbreviation, Work Comp Code
	240	Date of Last Change
	265	Flags – A B C D E H I M N
	270	(1) Serial, (3) Job Loc, (4) Benefits Code

C=CLASSIFICATION

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION
(C11) Reclassification (C12) (C13) (C14)	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flag H
(C21) Reallocation (C22) (C23) (C24) (C25)	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flag H
(C31) Grade Change (C32)	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
(C41) Range Change (C42)	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
(C51) Title Change (C52)	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flag H

NATURE OF ACTION	E=POSITION	
	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	**FIELDS IN TRANSACTION**
(E11) Transfer	201	Division, Branch, Section, Unit
(E12)*	270	(1) Serial
(E10)*	200	Pay Type
(E13)	201	Division, Branch, Section, Unit
(E14)*	210	Salary
(E16)	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade
	265	Flag H
	270	(1) Serial
(E21)* Promotion	200	Pay Type
(E22)*	201	Division, Branch, Section, Unit
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flags--B, C, H
	270	(1) Serial
(E30) Demotion	200	Pay Type
(E31)*	201	Division, Branch, Section, Unit
(E32)	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flag H
	270	(1) Serial
(E41)* Reorganization	201	Division, Branch, Section, Unit
(E42)*	270	(1) Serial
(E43)*		

*See Note One

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION
(E51)* Special Duty	200	Pay Type
(E61)* Reversion	201	Division, Branch, Section, Unit
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flag H
	270	(1) Serial
(E71) Position Only (E72)		No Transaction Generated.
(E81) Position Number Chg (E82)	201	Division, Branch, Section, Unit
	270	(1) Serial

*See Note One

G=WAGE ADJUSTMENT

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION
(G11) Increment	200	Pay Type
(G12)	210	Salary
(G13)	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
(G21) Promotional Increase	200	Pay Type
(G22)	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flag B
(G31) Educational Increase		210 Transaction Generated.
(G41) Shift	220	Shift Code, Shift 2 or Shift 3 (if applicable).
(G42)		
(G51) Salary Change	200	Pay Type
(G52)	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
(G53) Adj for Con Exc (ACE)		210 Transaction Generated.
(G54) ERA		927 Transaction Generated.
(G55) Sal Adj Due to New Appt Salary		210 Transaction Generated.
(G56) Sal Adj Due to Special Entrance Rate		210 Transaction Generated.
(G57) Salary Adjustment		210 Transaction Generated.
(G61) Hourly to Salary	200	Pay Type
(G62) Salary to Hourly	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation

K=SUSPENSION

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	**FIELDS IN TRANSACTION**
(K1) Suspension (K2)		No Transaction Generated.
(K3) Fine (K4)		No Transaction Generated.

M=MISCELLANEOUS

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION
(M11) Social Security Number Change	200	SSN
	203	Old Company Number Old Employee Number Last Name Check New Company Number New Employee Number Tax Clear=0
(M21) Emp Status	265	Flag B
(M22) Full/Part	265	Flag A
(M23) Position Merit Status	265	Flag C
(M24) Work County Change	270	(3) Job Location
(M25) Fund Source	290	Fund Source
(M26) FLSA	220	Overtime Status
	265	Flag H
(M27) Retirement Chg (1-7)	225	Ded. 04 & 69, Frequency, Utility
Retirement Change (0)	225	Ded. 04, 05 & 69, Frequency=00
(M30) Adjust Promotion Date		No Transaction Generated.
(M31) Increment Date Chg		No Transaction Generated.
(M32) Name Change	200	First, Initial & Last Name
(M33) Home Address Change	201	P. O. Box
	205	Street, City, State, Zip Code
(M34) Work Address Change		No Transaction Generated.
(M35) Race/Sex	230	Sex
	265	Flag I
(M36) Birth Date	230	Birthdate
(M37) Workers Comp Chg	235	Workers Comp Code
(M38) Home County Change	230	County Code
(M39) State/Local Tax Codes	200	State and Local Code
(M41)		No Transaction Generated.
(M51) Start Pilot		No Transaction Generated.
(M52) Stop Pilot		

S=RETURN

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	**FIELDS IN TRANSACTION**
(S1)	200	First Name, Initial, Last Name, SSN, Pay Type, State & Local Code.
	201	Div, Branch, Section, Unit, P. O. Box
	205	Street, City, State, Zip Code
	210	Salary, Frequency, SUI Code, TC Status
	220	Overtime Status, Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor, Shift Code, Shift Cntl 1, Shift Cntl 2, Shift 2 Rate/Factor, Shift 3 Rate/Factor
	225	Ded. 04 and 69, Frequency, Utility
	230	Status, Sex, Employment Date, Birth Date, County of Legal Residence
	235	Class Code, Grade, Title Abbreviation, Work Comp Code
	240	Date of Last Change. X in column 38, Return Leave Date (using effective date).
	265	Flags – A B C D E H I M N
	270	(1) Serial, (3) Job Loc, (4) Benefits Code
(S3) (S5)		No Transaction Generated.

W=LEAVE

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION
(W1) Leave Without Pay	230	Status
	240	Start Leave Date
(W3) Leave With Pay (W41)		No Transaction Generated.

Y=SEPARATIONS

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION
(Y01) Transfer Out	203	Old Company Number Old Employee Number Last Name Check New Company Number New Employee Number Tax Clear=3
(Y02) Expire Pos	230	Status, Termination, Date, Term Code (06)
(Y03) Terminate	210	Time Card Required
(Y1) Resignations (Y2)* Except Below	230	Status, Termination, Date Term Code (04)Term Code (04)
(Y2)* Except Below	210	Time Card Required
(Y24)		No Transaction Generated.
(Y3) Retirements	230	Status, Termination, Date Term Code (05)
	210	Time Card Required
(Y4) Dismissals	230	Status, Termination, Date Term Code (02)
(Y5)	210	Time Card Required
(Y6) Layoffs	230	Status, Termination, Date Term Code (03)
	210	Time Card Required
(Y71) Death	230	Status, Termination, Date Term Code (01)
	210	Time Card Required
	265	Flag Q

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION
CORRECTED ACTIONS		Will generate same transactions as original action.
		Will appear on P-1 listing.
**Except H53 Corrected OMI		Will not generate 927 transaction.
*NOTE ONE: This transaction is generated when company number changes	203	Old Company Number
		Old Employee Number
		Last Name Check
		New Company Number
		New Employee Number
		Tax Clear=3; if within DOT or CHR,
		Tax Clear=0

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	**FIELDS IN TRANSACTION**
(VA1) Void Additions (VA2) (VA3) (VA4)	230	Status=3 Term Date=Eff Date of P-1
(VC1) Void Reclassification	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flag H
(VC2) Void Reallocation	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flag H
(VC3) Void Grade Change	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
(VC4) Void Range Change	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
(VC5) Void Title Change	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flag H

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION
(VE1) Void Position No. Chgs (VE2) (VE3) (VE4) (VE5) (VE6) (VE7) (VE8)		No Transaction Generated.
(VG1) Void Increment	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
(VG2) Void Promotional Increase	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
	265	Flag B
(VG3) Void Educational Lump Sum		No Transaction Generated.
(VG4) Void Shift	220	Shift Code, Shift 2 or Shift 3 (if applicable)
(VG5) Void Salary Change	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
(VG6) Void Pay Type Change	200	Pay Type
	210	Salary
	220	Overtime Type, OT 1 Rate/Factor, OT 2 Rate/Factor
	235	Class Code, Grade, Title Abbreviation
(VK1) Void Suspensions (VK2)		No Transaction Generated.
(VK3) Void Fine (VK4)		No Transaction Generated.

NATURE OF ACTION	UPPS TRANSACTIONS CREATED FROM P-1 ACTIONS	
	UPPS TRANSACTION	FIELDS IN TRANSACTION
(VS1) Void Return from Leave	230	Status=2
	240	Start Leave Date=Eff Date of P-1 X in column 45
(VS3) (VS5)		No Transaction Generated.
(VW1) Void Leave Without Pay	230	Status=1
	240	X in column 38
(VW2) Void Leave With Pay		No Transaction Generated.
(VY0) Void Transfer Out		No Transaction Generated.
(VY1) Void Terminations (VY2) (VY3) (VY4) (VY5) (VY6) (VY7)	230	Status=1 X in Column 42 X in Column 49

10.E. BENEFIT ELIGIB...

The purpose of the following table is to assist state agency payroll and personnel staffs in determining which benefits may apply for the various types of employees. Consult the laws or regulations that deal with a particular benefit in cases of specific questions. An example for how to read the table is: Full-time employees receive or are eligible for all benefits.

	RETIREMENT, HEALTH INS., LIFE INS.	ANNUAL LEAVE *	SICK LEAVE *	COURT LEAVE	MILITARY LEAVE ELIGIBILITY	COMP LEAVE	BLOOD LEAVE	EDUCATIONAL TUITION ELIGIBILITY	SOCIAL SECURITY (FICA)	WORKERS' COMPENSATION COVERAGE	VOTING LEAVE ELIGIBILITY	HOLIDAYS
Full-time	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Part-time				Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes
Interim			Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	Yes
Scholarship (in school)									Yes			
Co-op			Yes**			Yes			Yes	Yes	Yes	Yes

*NOTE: Employees must meet work hour requirements to be eligible for leave accrual.

** If hours worked are 100 or more in a month.

REQUEST FOR DUAL EMPLOYMENT

101KAR 2:095 SECTION 4(1) States:

An employee holding a full-time position with the Commonwealth shall not hold another state position except upon recommendation of the Appointing Authority and the written approval of the Secretary of the Personnel Cabinet.

Therefore, we would like to request prior approval to dually appoint

_____ to the position of _____, effective

_____. We understand if this employee goes into overtime, both agencies agree

to pay the weighted, average salary. This approval form shall be signed by all parties and submitted

as supporting documentation along with the P-1 form.

_____,   _____
Signature of Appointing Authority (Primary Agency)   Date

_____,   _____
Signature of Appointing Authority (Secondary Agency)   Date

_____,   _____
Approval of Personnel Cabinet Secretary   Date

TRANSFERRING MONTHS OF SERVICE/LEAVE BALANCES
WITH NO BREAK IN SERVICE

Going From	Going To	Months of Service Yes	No	Leave Balances Yes	No
Teachers' Retirement	Executive Branch	X		X	
PVA	Executive Branch	X		X	
Administrative Office of the Courts (AOC)	Executive Branch	X		X (except for Comp time)	
Board of Education	Executive Branch (only if going to Department of Education)	X		X (Sick leave only)	
Board of Education	Workforce Development Cabinet – if to 151B – Dept. for Adult & Tech. Education	X		X (Sick leave only)	
Unified Prosecutorial	Executive Branch	X		X	
Legislative Research Commission	Executive Branch	X		X (except for Comp time)	
KCTCS *	Executive Branch or to 151B	X			X
Chapter 16 (Trooper)	Executive Branch	X		X	
Executive Branch	Executive Branch	X		X	
Colleges or Universities	Executive Branch		X		X
County or City Government	Executive Branch		X		X
Kentucky Housing Corporation	Executive Branch		X		X
Local Health Departments	Executive Branch		X		X
Returning Retirees	Executive Branch		X		X
151B	Executive Branch	X			X
Executive Branch	151B	X			X

Note: Since we do not process P-1 actions on Teachers' Retirement, PVA, AOC or Board of Education, agencies will need to call them to get the information. If there is a break in service, then employees would be paid for their annual and comp (up to the max). If an employee is coming from Unified Prosecutorial System, then agencies would need to contact this agency for their months of service and leave balances since this is not stored on the payroll file.

*KCTCS only up to July 1, 1998.